



Credit by Exam Petition

PART I: Student's Information (for student to complete)

Note: Graduate students are not eligible for credit by exam

Instructions:

1. Consult with instructor and receive preliminary approval.
2. You must enroll in the class:
 - If you pass the exam, you must stay enrolled in the class, but you need not attend. Your transcript will show the "Credit by Exam" notation.
 - If you fail the exam, you may choose to attend the class or drop it. If you choose to drop, it is your responsibility to complete the drop process.
3. The examination must be taken before the end of the second full week of instruction.
4. Complete this form and take it to the instructor for approval and grading in PART II & PART III.

SJSU ID #: _____ Student Name: _____
Last First Middle

Phone: (____) _____ E-mail: _____

Course Information is as below:

Semester/Year	Department	Course Number	5-digit Class Code Number	Section Number
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I certify that I have never previously enrolled in this course at SJSU.

Student Signature

Date

PART II: Departmental Approval (for instructor to complete)

The signature below verifies that the student has enrolled in the course and that you approve the request. This petition may be denied if an examination is not feasible, or if the student's preparation seems inadequate, or you determine he/she is not eligible. If approved, please sign below.

Instructor's Printed Name/ Signature	Date	Instructor's phone	Instructor's e-mail
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PART III: Exam Results (for instructor to complete)

Note:

1. This form needs to be submitted to the "R" Counter in the Student Services Center by the end of the third week of instruction.
2. **This form is to be submitted by the instructor. Do not give this form to the student.**
3. The examination should adequately cover the course content as it is taught at SJSU and normal standards should be expected of this student.

Instructions:

1. Ascertain that the student is registered for the course.
2. Advise the student about any needed preparation that includes any information normally available to the enrolled Student
3. Arrange a time and place for the examination.
4. Administer and grade the exam before the end of the second full week of instruction.
5. Inform the student of the exam results by the end of the third week of the term.
6. If the student passes the exam, sign this form to certify the passing grade and return the form to the "R" Counter in the Student Services Center for grade posting. The Instructor must submit this form **not** the student.

Certification

I hereby certify that the student listed on this form has passed the course listed in PART I.

Instructor's Printed Name/ Signature

Date

For Office Use Only:

Date Received: _____ by: _____

Credit by Exam 02-12-08