



Office of the Registrar
 University of the Pacific
 3601 Pacific Ave.
 Stockton, CA 95211

**CREDIT BY EXAMINATION
 REQUEST**
 (Undergraduates only)

Student ID Number: _____ Phone: _____
 Student Name: _____ Email: _____
 Semester/Year of Exam (check one): Fall _____ Spring _____ 1st Summer _____ 2nd Summer _____
Year Year Year Year
 College/School: _____ Major or Program: _____

INSTRUCTIONS TO STUDENT: Read requirements for eligibility on the reverse of this form first. If qualified to take this exam, then follow the instructions *below*. Note: Failure to follow these instructions in the following order may result in denial of the credit earned.

1. Obtain the signature of your adviser.
2. Obtain the signature of the chairperson offering the Credit by Exam.
3. Present this form to Student Accounts and pay Credit by Exam fees. (Fee: \$50.00 which is non-refundable). Obtain their signature to verify payment.
4. Leave this form with the instructor assigned to administer the examination.
5. Complete the examination.
6. Instructor grades test and returns this form to the Registrar. (See #4 below)
7. **IMPORTANT NOTE:** This approved form must be on file in the Office of the Registrar with the grade submitted to the Registrar by the last day of the semester for which you want the grade posted.
8. Students who pass the exam must pay the \$200.00 course fee to Student Accounts Office.

INSTRUCTIONS TO FACULTY: Please do not accept this form without all three other required signatures (#1-3 below). Once complete and exam is taken, enter the grade in the box provided below, sign and date this form, and return directly to the Office of the Registrar.

Note: Students may not deliver this form to the Office of the Registrar.

► Student Signature: _____ Date: _____

STUDENT TO COMPLETE WITH INSTRUCTOR:

Course Subject & Number: _____ Instructor Assigned: _____

To earn _____ units (Students who pass the exam must pay the course fee of \$200.00 to Student Accounts Office)

Course Title: _____

Reason for this Petition: _____

APPROVED BY:

1. MAJOR DEPT APPROVAL
2. EXAM CHAIR APPROVAL
3. FEES PAID
4. GRADE
DATE: _____
(P/NC ONLY)

SIGNATURES REQUIRED:

- STUDENT'S ADVISER: _____ DATE: _____
 ► CHAIRPERSON (Dept offering course): _____ DATE: _____
 ► STUDENT ACCOUNTS: _____ DATE: _____
 ► INSTRUCTOR: _____

OFFICE OF THE REGISTRAR USE ONLY

Processed by: _____
 Date: _____

CREDIT BY EXAMINATION

An undergraduate student in good standing and currently enrolled for four or more units may “challenge” by examination certain courses offered in the current term by the University. Departments have the right to designate which of their courses are appropriate for credit by examination. This policy is subject to the following restrictions:

1. A student may challenge a course covering material in which, because of independent study since high school graduation, or because of work at another college or university which was not accepted for transfer credit, the student feels prepared. It is the responsibility of the student to explain how the material was mastered.
2. A student wishing to challenge a course should not expect the instructor of the course to provide assistance beyond an explanation of the scope of the examination.
3. A student wishing to challenge a course may not attend the class meetings of the course.
4. A student may not receive credit by examination in the semester in which the student intends to receive his or her baccalaureate degree.
5. A student may not get credit by examination for a course which the student has already audited or failed with a grade of F or NC.
6. A student may not get credit by examination for a course in a structured sequence if the student has received credit for a higher level course in the sequence.
7. Credit earned by a challenge examination may not be used to meet the University residency requirement.