Santa Clara University

PETITION FOR CREDIT BY EXAMINATION

Student: _____ Student ID#:_____

Local Address: _____

Email: _____ GPA: _____

(All Courses)

I have read the "Challenging Courses" section of the current undergraduate bulletin. I understand all regulations and restrictions concerning credit by examination as defined therein. Course being Challenged : _____

_____   _____

Student Signature   Instructor Signature

Approved by: _____ Date:_____

(Chair of Department in which course is offered)

ONE STOP/OFFICE OF ENROLLMENT SERVICES

The fee for credit by examination must be paid at the One Stop/Enrollment Services Center before submitting the petition to the office of the Registrar for processing.

<u>$500 (Non-Refundable)</u>   _____ Date: _____
Amount Paid   Received by

OFFICE OF THE REGISTRAR

This petition must be submitted to the Office of the Registrar for verification of GPA and enrollment status; it will then be returned to the instructor. The instructor will schedule the examination date and time with the student. Upon the student's completion of the examination, the instructor will submit both the examination and the results to the Office of the Registrar.

Student has/has not met GPA and enrollment requirements: _____ _____

Verified by   Date

INSTRUCTOR

Examination Results: _____

_____   _____

Instructor Signature   Date

OOTR: 2/14/2019