



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

REQUEST FOR PERMISSION TO RECEIVE CREDIT BY EXAMINATION

Credit By Examination

The student must be in good scholastic standing and enrolled in at least one other residence course during the quarter in which credit by examination is requested. A letter grade must be assigned any student who contracts to take credit by examination and the grade will be posted to the academic record. A grade of Incomplete is not acceptable. Units earned by examination do not apply toward the California State University, Los Angeles residence requirement, are not included as part of the student's workload and are not considered by the Veterans Administration in the application of regulations. Other institutions may not allow transfer credit for such units. (See current University General Catalog for further information).

In Advance of the Examination Date

A CREDIT by EXAMINATION form must be approved by the Professor and the Department Chair of the department in which the examination is to be taken, and presented *by the student* to the Office of Enrollment Services, Administration Building Room 146. After the Office of Enrollment Services verifies the student's scholastic eligibility and any additional fees required have been paid to the University Cashier the Enrollment Services Office will forward the Credit by Examination form to the Records Office. **NO FORM(S) WILL BE ACCEPTED IF THE STUDENT'S ELIGIBILITY AND PAYMENT OF FEES CANNOT BE VERIFIED BY THE ENROLLMENT SERVICES OFFICE.**

Grade Collect Rosters will be produced for courses taken Credit by Examination along with the Grade Collect Rosters for the term.

Credit by Examination requests must be submitted by the end of the fifth week of the quarter in which the examination is to be taken. LATE REQUESTS WILL NOT BE ACCEPTED.

TO BE COMPLETED BY STUDENT

Name (Last, First, M.I.)

Day Telephone Number

Address

City

State

Zip Code

TO BE COMPLETED BY INSTRUCTOR AND DEPARTMENT CHAIR

Dept.

Course #

Course Title

Units

Name of Dept. Chair (Please Print)

Name of Professor Administering Examination (Please Print)

Signature of Dept. Chair

Signature of Professor Administering Examination

Quarter Requested

Expected Date of Examination

The Enrollment Services Office has verified that the above student is eligible to take the Credit by Examination requested and that any additional fees due have been paid to the University Cashier.

Enrollment Services Office Verification