

PETITION FOR UNDERGRADUATE CREDIT  
BY EXAMINATION

---

**INSTRUCTIONS:**

1. Complete the student portion of the form.
2. Request the approval of the instructor and your college Academic Advising Office.
3. File the approved form with the Registrar's Office.
4. ***A \$5.00 processing fee will be billed to your account.***

---

**STUDENT - PLEASE PRINT**

Name: \_\_\_\_\_ PID: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_  
Major(s): \_\_\_\_\_ College: \_\_\_\_\_ Class Level: \_\_\_\_\_  
Department and Course Number: \_\_\_\_\_ Grade Option:  Letter Grade  Pass/Not Pass  
Name of Instructor: \_\_\_\_\_ Requested Date of Examination: \_\_\_\_\_  
Reason for Requesting Credit by Examination:

---

**INSTRUCTOR - SIGNATURE INDICATES APPROVAL**

**PREPARATION FOR EXAMINATION:** Books read, exercises written, project completed, work with faculty, etc.

---

Instructor's Signature \_\_\_\_\_ Date of Examination \_\_\_\_\_ Date Approved \_\_\_\_\_

---

**COLLEGE ACADEMIC ADVISING OFFICE**

---

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT: RETURN APPROVED FORM TO THE REGISTRAR'S OFFICE**

---

**REGISTRAR'S** Processed by: \_\_\_\_\_ Date: \_\_\_\_\_