



PETITION FOR CREDIT BY EXAMINATION

To be eligible, CDU students must meet the eligibility criteria (see *Catalog*) and present the petition to the instructor in charge of the course in which you wish to take the examination. If approved by instructor, take the form to the Office of Registration and Records and then the Office of Finance for payment. Submit completed form to instructor.

Last Name: _____ First: _____ MI: _____ Date: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone No: (_____) _____ Email Address: _____

Program of Study: _____ Student ID: _____

I am requesting credit for the: Fall Spring Summer 20____

Department and Course Number: _____ Units: _____

Course Title: _____

Instructor's Name and Department: _____

Note: PROGRAM COURSES MAY NOT BE PETITIONED FOR CREDIT BY EXAM. Course(s) previously taken or audited may not be challenged nor may a student challenge the same course twice. Students who satisfy a course by challenging will receive the approved units credit(s) on their academic record and mark of 'CE.' Students who do not satisfy a course by challenging, will receive a mark of NCE on their academic records, but NCE will not affect the GPA.

Student Signature _____ Date: _____

Approved to petition for Credit by Examination. Instructor Signature: _____ Date: _____

Student has met the eligibility criteria. Yes No Registrar Signature: _____ Date: _____

Student has paid the applicable administrative fee. Finance Signature: _____ Date: _____ Amt Paid: _____

To be completed by the course instructor (submit to the Office of Registration and Records with results):

The student was given the examination on: _____, 20____

The student: Successfully challenged the course and should be awarded credit (CE) without a grade.
 Has NOT successfully challenged the course and should be awarded no credit (NCE) without a grade.

Instructor's Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

OFFICE OF THE REGISTRATION AND RECORDS USE ONLY

Credit posted in PowerCampus by: _____ Date Posted: _____

CDU has a zero tolerance for any form of discrimination and/or harassment including, but not limited to, discrimination and/or harassment on the basis of race, color, sex, sexual orientation, gender, gender identity, gender expression age (over 40), physical handicap, disability, national origin, ancestry, marital status, medical condition, military or veteran status, genetics, or religion. CDU does not prohibit the use of any language unless such prohibition is required for business or academic purposes. CDU will not retaliate against any employee, applicant, or student because they have engaged in protected activity.