

CREDIT BY PETITION

****TO ADD A CLASS LATE DURING THE CURRENT QUARTER USE THE PERMISSION NUMBER****

Regulations (Academic Senate Regulations 6.7)

- ♣ You must be registered and enrolled in the fall, winter, or spring quarter you file the Credit by Petition. Credit by Petition may not be filed in Summer Session.
- ♣ The Credit by Petition process may not be used to avoid paying registration fees for a quarter or summer session.
- ♣ Certain courses may not be taken by petition. These courses include, but are not limited to: courses involving independent studies and field studies, i.e., 93, 99, 193, 198, and 199; seminar presentations; student directed seminars; and canceled courses. Sponsoring agencies may designate other courses which may not be taken by petition.
- ♣ Effective for any student admitted Fall 1984 and thereafter, no more than 15 credits of Credit by Petition coursework may be counted towards graduation.
- ♣ If you are enrolled in the Part-Time Program and your petition will give you more than 10 credits, you will be billed for the balance of full-time fees.
- ♣ Coursework must be completed by the last day of the quarter to which the petition will be posted.

Instructions for Filing

- ♣ Complete and sign the student and course information sections of the attached form.
- ♣ Obtain the three required endorsements. The instructor may be unwilling to sponsor your Credit by Petition, and any of the remaining offices, or the Office of the Registrar, may deny your petition if the request is inconsistent with regulations. Signatures must be current (no earlier than one quarter before the quarter in which you file the petition).
- ♣ File the petition at the Office of the Registrar by the deadline.
- ♣ The faculty member with whom you sign up will receive a separate grade roster for this Credit by Petition.

Before filing the Credit by Petition, make sure the course is eligible.

