

California State University, Los Angeles  
Office of Graduate Studies and Research

See reverse side for directions

PETITION FOR COURSE VALIDATION BY EXAMINATION  
for Master's Degrees

Validation by examination is requested for the following course(s):

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Reason for request: \_\_\_\_\_

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Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(please type or print)

Address \_\_\_\_\_  
(Street) (City) (Zip Code)

Campus Identification Number (CIN) \_\_\_\_\_

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I agree to administer the appropriate examination and verify successful completion of the requirement.

\_\_\_\_\_  
(Professor's signature)

Signatures:

	Approve	Disapprove	Date
_____ Adviser	_____	_____	_____
_____ Associate Dean	_____	_____	_____

**VERIFICATION OF SUCCESSFUL COMPLETION**

I verify that the student named above has successfully completed an examination  
to validate current knowledge in \_\_\_\_\_  
(course)

\_\_\_\_\_  
(Professor's signature) (Date)

## DIRECTIONS

(for EGS-16)

1. This request must be initiated by the student.
2. Only in extraordinary circumstances will a petition to update courses by examination be approved.
3. Only courses completed at California State University, Los Angeles, may be validated by this procedure.
4. The student should take the following steps:
  - 4.1 Consult with your adviser as to whether the adviser will recommend approval. The adviser will suggest a faculty member who regularly teaches the course in question.
  - 4.2 See the faculty member and ask him/her to sign the EGS-16 form as agreeing to administer the examination and verify completion.
  - 4.3 Give the form to your adviser for his/her approval. He/she will forward it to the Associate Dean. If approved, the Associate Dean will return the form to the student, and the student can request that the faculty member schedule the examination.
  - 4.4 Following successful completion of the examination, the student will present the previously approved EGS-16 form to the faculty member for his/her signature verifying successful completion of the examination. The faculty member will return the form to the Associate Dean for processing.