



OFFICE OF THE REGISTRAR
Credit By Examination

Student ID Number: _____ (circle one) FR SO JR SR PBNG

Name: _____
Last First M.I.

Address: _____
Street City State Zip Code

Course for Examination: _____
Prefix/Course # Course Title Credits

Qualifications:

A. Previously taken coursework at another institution which you believe duplicates the course. List the course title and the name of the school where the course was taken.

B. List, by title and author, textbooks used in the course

C. Work experience related to the course in which you wish to be examined.

D. Published materials you have used which you feel are pertinent.

E. Independent study you have pursued which you believe qualifies you to be examined in the course.

Application Accepted: []

Application Denied*: []

Department Chair Signature

Date

*If denied, return this form to the Office of the Registrar.

Date and time for examination: _____

Examination fee of \$25.00 per credit must be paid prior to examination.

Candidate has successfully passed: []

Candidate has not successfully passed: []

(Examiner Signature)

(Examiner Signature)

(Division Chair Signature)

(Division Chair Signature)

Registrar Approval: _____

Office of the Registrar

CREDIT BY EXAMINATION INSTRUCTIONS

Purpose

The purpose of this program is to permit a student to take an examination to receive credit for any course listed in the college catalog except those specifically excluded by a department.

Limitations:

- Undergraduates are limited to a maximum of 48 quarter hours of credit toward degree requirements.
- Credit received by examination does not apply to residence requirements.
- A student must be enrolled in a minimum of 6 credit hours during the term in which the examination is taken.
- A student may not obtain credit by examination for a course more basic than a course already successfully completed, except when specifically allowed by that department.

Recording Results of Examination:

- When a student passes an examination (as defined below), the extent of his/her achievement will be that of the number of credit hours normally assigned to the specific course.
- Successful performance on the examination will be indicated on the student's permanent record by the course number and title, credit hours, and a letter designation of "P". (The score on the test must be equivalent to an A or a B to receive a Pass).

Procedures:

A student desiring to secure credit in a course by examination shall follow, in chronological order, the following steps:

- The student must pick up this form from the Office of the Registrar and read these instructions. The student must then complete the form indicating his qualifications in the course in which he wishes to be examined.
- The student shall take the form to the appropriate division chair who shall either approve or disapprove the application. If disapproved, the form will be returned to the Office of the Registrar for filing purposes.
- If the application is approved, the chair shall, upon consultation with his staff, designate the examining instructor or instructors and the date and time for the examination.
- At this time the examination fee of \$25.00 per credit shall be paid by the student at the Cashier's Office and the form returned to the examining instructor.
- The examination may be of the oral, written, or performance variety or any combination thereof. The minimum examination time shall normally be two hours.
- The instructor shall notify his/her department chair of the score on the examination. A score equivalent to a grade of A or B shall be interpreted as successful.
- The department chair shall return the completed form (with appropriate signatures) to the Office of the Registrar.
- The Registrar shall notify the student and, if the student has been successful, shall indicate this on the student's permanent record as a "P".
- A student who fails an exam under this procedure, or who has previously taken the course may not apply or re-apply for credit by examination in that course.