

APPLICATION TO ESTABLISH CREDIT BY EXAMINATION

1. Student's Name _____ Student No. _____
2. Address _____
3. Course No. _____ Title _____ Hrs. _____
4. Approximate date you wish to take the examination _____
5. Why do you wish to take this work by examination rather than in course?

6. What previous work or experience justifies the request, if any?

7. What special preparation have you made for this examination?

Student Signature _____ Date _____

Department Head Recommendation _____ approve _____ deny _____

Signature of Department Head _____ Date _____

Dean's Recommendation _____ approve _____ deny _____

Signature of Dean _____ Date _____

Instructor assigned to give examination _____

DO NOT WRITE BELOW THIS LINE

Maj _____	Fee bus Off _____
GPA _____	Inst Not _____
Class _____	Stu Not Res _____
Pre-req _____	Info filed _____

CREDIT BY EXAM
INSTRUCTION AND GENERAL RULES

Credit by examination is for **UNDERGRADUATE STUDENTS ONLY** and is open to most courses offered on campus. Complete the application form, get the necessary approvals, and return the form to the Registrar's Office. A student might wish to discuss the course requirements with the Department Head before making an application. You will be billed a \$100.00 fee for Credit by Examination on your next University Bill. It is the responsibility of the student to make arrangements with the instructor as to the time and place that the exam will be given.

Credit may not be established by examination for a course which has been failed after regular classroom instruction, nor for a course for which the student does not meet the prerequisite, nor for a course which is a prerequisite to one for which credit has already been earned.

The department may set a policy of giving examinations: 1) only on certain announced dates during the semester, 2) only at the time of the regular final examination of a course, 3) that the student may be required to take several tests on different dates to approximate normal examinations required in a course.

The grade on the examination shall as nearly as possible correspond to the grades assigned to students who have taken the course in residence. Credit can be earned only if a grade of "A" or "B" is earned in the examination. A grade of "C" will release a student from the course requirement but gives no credit. A grade below "C" gives neither credit nor release.

The student may request the cancellation of the test and a refund of fees any time up to the time he/she looks at the examination. **Examinations must be complete within six months from the date of approval.** After the approval has expired, there will be no refund of fees.

Credit earned by examination is recorded on the student's record only as passed or released. The results do not count in a student's grade index.