

Application to Establish Credit by Examination

Credit by examination is for **undergraduate students only**. Complete this application if you are seeking approval to earn credit by examination. Students should complete the Application to Establish Credit by Examination if you are seeking approval to earn credit by examination. The academic department establishes the requirements for the grading and administration of the examination. The grade results are not included on the student's record nor counted in a student's grade index (GPA). A student should discuss satisfying a course requirement with their academic advisor and then with the department head (from the department offering the exam) before applying for credit by examination. See the *Instructions, Guidelines, and Policies* page for additional information and details.

Return this form with all information and required signatures to the Office of the Registrar at Gilchrist 115 or registrar@uni.edu

General Information

Name: _____ UNI ID Number: _____

Phone Number: (_____) _____ Major: _____

Course Details

Subject	Catalog #	Course Title
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Requested Date to take the examination (by agreement with the department): _____

☐ This application is for a repeat of the examination for this course (received a grade below a C on the previous attempt and still eligible to establish credit by examination for this course)

Explanation

Why are you wanting to complete Credit by Examination rather than through completing the course?

What reasons do you have (i.e. previous work or other experiences) to justify this request?

What special preparation have you made or will make for this Credit by Examination?

Student Signature: _____ Date: _____

Administrative Use

Department Head Recommendation: Approve: _____ Deny: _____

Instructor Assigned to Administer Examination: _____

Department Head Signature: _____ Date: _____

College Dean's Recommendation: Approve: _____ Deny: _____

College Dean's Signature: _____ Date: _____

For Office Use Only

Date Received at Office of Registrar _____ by _____

Date Credit by Examination Grade Reporting Form Sent _____ by _____