

Credit by examination is for **undergraduate students only**.

Credit may not be established by examination for a course: 1) taken previously through regular course instruction (in-person or online); 2) for which the student does not meet the prerequisite; or 3) which is a prerequisite to one for which credit has already been earned.

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.

Process for Requesting Credit by Examination

1. Complete the Application to Establish Credit by Examination form including approval from the department head (from the department offering the exam) and the dean of the college in which the course is offered.
2. Return the completed form to the Office of the Registrar (Gilchrist 115 or registrar@uni.edu)
3. Once the Credit by Examination has been approved, it is the responsibility of the student to make arrangements with the instructor assigned as to the time and place that the examination will be administered.

Credit by Examination Fee

A Credit by Examination fee (\$100) will be assessed with the examination. The student may request the cancellation of the examination and a refund of fees any time up to the start of the examination. Examinations must be completed within six (6) months from the date of Credit by Examination approval. After the approval has expired, the Credit by Examination fee will not be funded.

Department Policies with Credit by Examination

A department may set policies with credit by examination related to:

- Offering the examination on certain announced dates during the semester
- Offering the examination only at the time of the term final examination of a course
- Requiring students to take multiple examinations on separate dates to approximate normal expectations required in a course.

Earning Credit through Credit by Examination

The academic department establishes the requirements for the grading and administration of the examination. The grade on the examination shall (as nearly as possible) correspond to the grade(s) assigned to students who have taken the course through regular course instruction.

- Course credit is earned only if a grade of A or B is received on the examination.
- A grade of C on the examination will release the student from the course requirement, but no credit is earned.
- A grade below a C on the examination gives neither credit nor release of the requirement and is not recorded on the student's record.

The grade results are not included on the student's record nor counted in a student's grade index (GPA). Credit by examination may be repeated if the student received a grade below a C on the previous attempt and is still eligible to establish credit by examination.