



Office of the Registrar NG-15
Application for Credit by Examination Form

Regulations:

You may earn credit by examination in any course approved by both your academic department and the academic department offering the course. Since credit by examination based on prior study or knowledge, students are *not* permitted to sit in classes.
 Eligibility is limited to full-time undergraduate students who are not on academic probation.
 The privilege of taking an exam in the specified course is limited to one time.
 The examination must be taken within thirty (30) days of the approval granted by the student's department head.
 The instructor will grade the examination and report the grade to the Office of the University Registrar on this form. The grade will be included in both the student's GPA and cumulative earned credit hours.
 The special examination fee must be paid to the Bursars Office *before* the examination is taken.
 Fees paid for Credit by Examination are not subject to tuition credit or refund.

Student and Course Information:

Name _____ 10 Number _____

Major _____ Class _____ Current GPA _____

Course Number _____ Section Number _____ Term _____

Course Title _____ No. Credits _____

Signature of Student _____ Date _____

Procedure

Read the above regulations concerning credit by examination. Questions concerning these requirements and eligibility should be directed to your academic department.
 Submit the completed form to the instructor who will administer the examination within thirty (30) days of approval by the department head.
 The instructor is to grade the examination and enter the grade below. The completed form is to be submitted to the Office of the Registrar by the *Instructor*.

Approvals:

Department Chair Offering Course _____ Date _____

Student's Academic Advisor _____ Date _____

Instructor's Signature _____ Date _____

Departmental Dean Signature _____ Date _____

Office of the Registrar _____ Date _____

Bursar's Stamp

Associated Fee \$ _____