

**CREDIT BY EXAMINATION  
PRE- and POST- APPROVAL FORM**

**PROCESS:**

1. Student meets with department chairperson of the academic department in which course content is housed.
2. Department chairperson, or faculty within the department, determine if credit by exam is possible.
3. If department grants permission for student to pursue credit by exam, student and department chair complete sections I and II below.
4. Student pays applicable fee to Student Accounts (check, cash, or money order). Student Accounts acknowledges receipt of payment (section III). Form is returned to the student.
5. Department administers the exam or other appropriate review to determine student's knowledge and understanding of course content and outcomes.
6. Department completes section IV of the form and submit to the Registrar's Office for appropriate action.

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**SECTION I – Student and Course information**

I understand that I must obtain pre-approval to attempt credit by examination, that I must pay the required credit by examination fee prior to my attempting, that the fee is non-refundable regardless of my success in obtaining credit by examination.

STUDENT ID: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_ COURSE SEMESTER HOURS: \_\_\_\_\_

TOTAL CHARGE FOR CREDIT BY EXAM: \$30.00 (per Credit By Exam - paid by the student prior to administering exam and awarding credit)

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**SECTION II**

Department Providing Credit by Examination \_\_\_\_\_

Printed Name of Faculty Member in Department Administering Exam \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

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**SECTION III -- Student Accounts Acknowledgement of Receipt of Payment**

Fee is paid at Student Accounts Office (Ulmer Hall 224). Payment must accompany form to Student Accounts.

Printed Name of Student Accounts Representative \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**SECTION IV -- This section to be completed by faculty and chair AFTER credit by examination attempt**

\_\_\_\_ Student has successfully completed the credit by examination and credit should be awarded.

\_\_\_\_ Student was not successful in his/her attempt to complete credit by exam; no credit is to be awarded.

Signature (Faculty Member Recommending Credit by Exam) \_\_\_\_\_

Signature (Dept Chair Recommending Credit by Exam) \_\_\_\_\_

**FORWARD TO REGISTRAR'S OFFICE FOR APPROPRIATE ACTION**

Signature (Registrar's Office) \_\_\_\_\_ Date \_\_\_\_\_