

## CREDIT BY EXAMINATION

\_\_\_\_\_  
LAST NAME                      FIRST                      M                      STUDENT ID

\_\_\_\_\_  
LOCAL ADDRESS

\_\_\_\_\_  
CLASS STATUS (Sr, Jr, So, Fr)                      MAJOR                      QPA

**COURSE FOR WHICH CREDIT BY EXAMINATION IS SOUGHT:** \_\_\_\_\_ EXAM TERM \_\_\_\_\_

\_\_\_\_\_  
PREFIX      COURSE #      COURSE TITLE                      CREDIT HRS

EXPLAIN BELOW WHY YOU CONSIDER YOURSELF ADEQUATELY PREPARED TO ATTEMPT TO EARN CREDIT BY EXAMINATION FOR THIS COURSE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES MUST BE OBTAINED IN THE ORDER LISTED:**

\_\_\_\_\_  
COURSE PROFESSOR                      DATE

\_\_\_\_\_  
DEPARTMENT CHAIRPERSON                      DATE

\_\_\_\_\_  
STUDENT ACCOUNTS (VERIFICATION OF PAYMENT)                      \$  
AMOUNT                      DATE

\_\_\_\_\_  
DEAN OF THE FACULTY/PROVOST                      DATE

**TO BE COMPLETED BY COURSE PROFESSOR:**

DATE OF EXAMINATION \_\_\_\_\_ RESULTS OF EXAMINATION: PASS \_\_\_\_\_

FAIL \_\_\_\_\_

\_\_\_\_\_  
COURSE PROFESSOR

**\*\*\*AFTER THE RESULTS OF THE EXAMINATION ARE DETERMINED, PLEASE FORWARD THIS COMPLETED FORM TO THE REGISTRAR'S OFFICE, 224 SOUTH HALL.**

## **CREDIT BY EXAMINATION**

A student in good academic standing may request permission to take a comprehensive examination in a particular course offered by the University.

Courses in the areas of independent study, ensemble, or other group participation courses, student teaching or pre-professional experience, seminars or selected topics, and laboratory experience are not included unless special permission is provided by the department offering the course and the Office of the Provost/Vice President for Academic Affairs. Students will obtain permission and complete arrangements for Credit by Examination within the first two weeks of the semester. Except under unusual circumstances, the examination must be taken during the first four (4) weeks of the semester.

All requests for Credit by Examination must be made to the department chairperson involved and approved by the Office of the Provost/Vice President for Academic Affairs. The student must present evidence that he/she is sufficiently competent to warrant the examination. Credit by Examination may not be used as a method to repeat a course where unsatisfactory performance previously occurred.

When a course is passed by examination, credit is earned and the notation "EX" is recorded on the student's permanent record. A letter grade and quality points are not received. If the student fails the exam, there is no notation on the record. However, since a failed examination may not be attempted a second time, a record of all examinations attempted is kept in the student's file until graduation.

A student desiring to earn credit by examination must adhere to the following procedure:

1. The student contacts the department chairperson of the department which offers the course they wish to take credit by examination.
2. Complete the form and obtain the signature of:
  - a. The Course Professor
  - b. The Department Chairperson
3. Pay the Credit by Examination fee which is one-third (1/3) of the undergraduate fee per credit, (subject to change) at the Student Accts., 224 South Hall.
4. Submit the form after payment is made to the Registrar's Office, 224 South Hall for Dean/Provost review.
5. The course professor schedules the examination, and later notifies the Registrar's Office if the student passed or failed.
6. The "EX" is recorded on the student's permanent record if the examination was passed. If a failing score was received, a notation that the examination was attempted is entered in the student's file and kept there until graduation.