

## Course Credit by Exam

Students may earn course credit by examination in selected courses identified by program coordinators, department chairs and/or deans. A student who evidences prior proficiency for a course due to proviso work, educational experience, or life experience may apply for credit by examination. Credit by examination may be earned prior to enrolling in a course or up to the 10% point if a student is enrolled in the course. The applicable testing fee will apply and successful completion of the exam will result in an "S" grade for the course. An "S" grade counts as hours earned but not as hours attempted.

### STUDENT INFORMATION: *Everyone must complete this section.*

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Last Name

First Name

Student ID #

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Major

Term

#### A. GET APPROVAL

I completed this form with the dean or department chair of the division in which the course is taught on this date, \_\_\_\_/\_\_\_\_/\_\_\_\_.

Course for which you are seeking credit by exam: Prefix: \_\_\_\_\_ Number: \_\_\_\_\_

Are you currently registered for this course? (circle one)    Yes                  No

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Signature of Student

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Signature of Dean/Dept. Chair

#### B. MAKE PAYMENT

Bring this form to the Cashier and pay the applicable testing fee.

Attach a copy of the receipt to this form.

#### C. TAKE THE TEST

Return this form to the dean or dept. chair. He/she will provide information on how to contact the instructor who will administer the exam.

Give this form to the instructor before taking the test. Good luck!

#### Information below this line for institutional use only.

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Student has passed the exam and will receive an "S" grade for the course.

If student is currently registered, I have instructed the student on how to properly drop the course (either attach the completed drop form or have the student complete the online request).

Student has been unsuccessful in the exam attempt.

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Signature of Instructor

Instructor Name (Please Print)

Date