

**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 the *Credit by Examination Pre- and Post- Approval Form* (sections I and II).
4. Student pays applicable fee to Student Financial Services (check, cash, or money order). SFS 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.

SECTION I

STUDENT ID: _____ STUDENT NAME: _____

COURSE NUMBER: _____ COURSE TITLE: _____

COURSE SEMESTER HOURS: _____ (x \$50.00 per credit = \$ _____ total charge to be paid by the student prior to administering exam and awarding credit)

SECTION II

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. (Payment must accompany form to SFS.)

Student's Signature _____ Date _____

Department Providing Credit by Examination _____

Department Chairperson or Faculty Member in the Department Who Will Administer Exam

Printed Name _____

Signature _____ Date _____

SECTION III

Fee is paid at Student Financial Services (Russell Hall 121). Payment must accompany form to SFS.

SFS Acknowledgement of Receipt of Payment

Printed Name SFS Representative _____

Signature _____ Date _____

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) _____ Date _____