



Application for Credit by Examination Rule Set

Purpose

Students use this form to earn academic credit for a particular course by taking an examination, through the approval of their academic advisor and the department head of the discipline for the specific course.

Regulations

Only students who are full-time undergraduate students are eligible to apply for Credit by Exam. All students must first consult with their academic advisor to determine if Credit by Exam is an appropriate option for the student. The student must then meet with the Department Head of the program offering the particular course to determine if they will be allowed to pursue Credit by Exam for that course to determine which instructor will agree to proctor the exam.

The student will also need to obtain the signature of the instructor. Once the application for Credit by Exam is approved the student must pay a set fee to the Cashier's office before he or she can take the examination. The examination must be taken within 30 days of the approval granted by the department head. Students will receive a grade for the course based on their performance on the examination as recorded by the instructor.

A student may only apply to earn Credit by Exam for a given course on a one-time basis.