DREXEL UNIVERSITY
Office of the University Registrar

Reset

APPLICATION FOR CREDIT BY EXAMINATION FORM

Regulations:

- You may earn credit by examination in any course approved by both your academic department and the academic department offering the course. Since credit by examination is based on prior study or knowledge, students are *not* permitted to sit in classes.
- Eligibility is limited to full-time undergraduate students who are not on academic probation.
- The privilege of taking an exam in the specified course is limited to one time.
- The examination must be taken within thirty (30) days of the approval granted by the student's department head.
- The instructor will grade the examination and report the grade to the Office of the University Registrar on this form. The grade will be included in both the student's GPA and cumulative earned credit hours.
- The special examination fee must be paid to the Cashier in the Comptroller's Office *before* the examination is taken.
- Fees paid for Credit by Examination are not subject to tuition credit or refund.

Student and Course Information:

University ID_____ Student Name_____

Major_____ Class_____ Current GPA_____

Course Number_____ Section Number_____ Academic Term/Year_____

Course Title_____ Number of Credits_____

_____ _____
Signature of Student Date

Procedure

- Read the above regulations concerning credit by examination. Questions concerning these requirements and eligibility should be directed to your academic department.
- Submit the completed form to the instructor who will administer the examination within thirty (30) days of approval by the department head.
- The instructor is to grade the examination and enter the grade below. The completed form is to be submitted to the Office of the University Registrar by the *Instructor*.

Approvals

_____ _____
Department Head Offering Course Date

_____ _____
Student's Academic Advisor Date

_____ _____ _____
Instructor's Signature Date Grade

_____ _____
Office of the University Registrar Date

Comptroller's Stamp

Associated Fee $_____

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.