



OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION

Request for Credit by Examination

Various academic departments administer challenge examinations in specific courses or on certain subject matter areas upon the request of students enrolled in courses at the University. This official form, Request for Credit by Examination, must be completed by the student, and the student must pay a nonrefundable fee for each examination. Challenge examinations must be taken prior to the student's last enrollment preceding graduation.

Credit by departmental challenge examination is not awarded for courses the student has already completed, courses less advanced than those already completed, or courses for which a CLEP examination exists.

Form with fields: Student Name, Student ID Number, Course Prefix, Course Number, Course Title, Sem. Hrs.

Form with fields: Cashier Signature, Exam Fee* (\$50.00), Date Paid

*non-refundable fee payable at the time of applying for examination

Form with fields: Examiner Signature, Pass or Fail Results, Date of Exam

Approval:

Approval table with rows for Chair of Department Awarding Credit, Dean of College Awarding Credit, Registrar, each with a Date field.

This form should be returned to the Office of Admissions, Records and Registration after the student has completed the exam. If you would like a copy of this after the course has been added to the student's record please indicate below:

Form with fields: Name of Person to send copy, Department