



Credit by Examination Form

Students interested in seeking credit by examination should follow the steps listed below. Be advised that not all subject areas offer credit by exam. An examination may not be administered until the credit by exam fee is satisfied. Passing grades for an exam will result in a "P" grade and the student will earn credits; however, the student will not earn quality points.

STUDENT NAME: _____ ID: _____

COURSE: _____

1. Discuss your previous experience or background with your academic advisor to determine if Credit by Exam is the best option.
 - a. Advisor signature: _____
2. Inquire with the appropriate Program Coordinator if a Credit by Examination is possible.
 - a. Program Coordinator signature: _____
3. Seek faculty member approval and set up an appointment time to administer the examination.
 - a. Faculty signature: _____
 - b. Date of examination: _____
4. Meet with a Student Account Representative to pay the Credit by Examination fee. (Lower John Wesley Hall, Room 6 or 8)
 - a. Student Accounts Representative: _____
5. Faculty member should submit the form to the Registrar's Office (Lower John Wesley, Room 13) upon completion of exam grading.

Grade earned: _____ Date: _____

Faculty signature: _____