

Student ID _____ Last Name _____ First Name _____

Term _____ Year _____ Subject _____ Course # _____ Credits _____

Qualifications: Explain how you gained the knowledge necessary to successfully complete the exam.

☐ Previously taken coursework at another institution.

Course Title _____ Institution _____ Textbook _____

☐ Work experience related to the course.

Describe _____

☐ Pertinent published materials

Describe _____

☐ Independent study

Describe _____

The exam fee must be paid prior to taking the exam. (Cashier's Office, Welcome Center, Room 115)

Department Chair Signature _____ Date: _____

☐ Exam Approved Date, time, location of exam _____ ☐ Exam Denied

☐ Student **has** successfully passed

☐ Student **has not** successfully passed

Examiner Signature _____ Department Chair Signature _____ Date: _____

Office use only:

Received by & date: _____

☐ TSAAREV ☐ SHATRNS ☐ SHATAEQ ☐ Notified Student ☐ Denied-file only Processed by & date _____

Purpose

The purpose of this program is to permit a student to take an examination to receive credit for any course listed in the college catalog except those specifically excluded by a department.

Limitations:

- Undergraduates are limited to a maximum of 45 quarter hours of credit toward degree requirements.
- Credit received by examination does not apply to residence requirements.
- A student must be enrolled in a minimum of 6 credit hours during the term in which the examination is taken.
- A student may not obtain credit by examination for a course more basic than a course already successfully completed, except when specifically allowed by that department.
- A student who fails the exam, or who has previously taken the course may not apply or re-apply for credit by examination in that course.

Recording results of examination:

- When a student passes an examination (as defined below), the extent of their achievement will be that of the number of credit hours normally assigned to the specific course.
- Successful performance on the examination will be indicated on the student's permanent record by the course number and title, credit hours, and a letter designation of "P". (The score on the test must be equivalent to an A or a B to receive a Pass).

Procedures:

A student desiring to secure credit in a course by examination shall follow, in chronological order, the following steps:

- Obtain this form from the Office of the Registrar and complete the first two sections.
- Take the form to the appropriate department chair who shall either approve or disapprove the application.
- If approved, the chair shall, upon consultation with their staff, provide the day, time & location of the exam.
- Submit the form (**approved or denied**) to the Office of the Registrar.
- Approved students are charged the exam fee and the form is returned to them.
- Payment, at the Cashier's Office (Welcome Center, Room 115), is required before sitting for the exam.
- Take the form to the examining instructor.
- Take the exam.
- It may be of the oral, written, or performance variety or any combination thereof and is normally two hours.
- The examiner will mark "has" or "has not" passed on the form, sign it, and submit it to the department chair.
- The department chair shall sign the form, date it, and return it to the Office of the Registrar.
- The Registrar shall notify the student of the outcome and transcribe a mark of "P" for successful students.