Procedures for Credit by Examination
(Use one copy of the form below for each course for which credit is sought)

1. Student completes form below and meets with the Chairperson of the department offering the course. The Chairperson determines if credit by examination is appropriate. If appropriate, the Chairperson assigns the student to an instructor and signs the form.

2. Student proceeds to the Office of Student Accounts to make payment for the examination and have the form stamped PAID.

3. Student brings the form to the assigned instructor. After the instructor has graded the completed examination, the instructor signs the form indicating pass or not pass, as well as the date of the examination. The instructor then sends the form to the Office of Academic Affairs.

4. The form is signed in the Office of Academic Affairs, indicating the number of units to be awarded to the student and the amount of compensation to the instructor. The Office of Academic Affairs sends copies of the completed form to Records and Registration, Chairperson of the Examining Department, Chairperson of the Student’s Major Department, Dean, Student Accounts, Payroll Office, and Instructor.
Credit by Examination Form

I. THIS SECTION IS TO BE COMPLETED BY STUDENT.

Student Name: ___________________________ Student ID: ___________________________

Student's Major Department: ___________________________ Examining Department: ___________________________

Course number: ___________________________ Course Title: ___________________________

II. THIS SECTION IS TO BE COMPLETED BY CHAIRPERSON OF DEPARTMENT OFFERING THE COURSE.

I approve this request for Credit by Examination and assign the following instructor to conduct the examination:

Name of assigned instructor: _________________________________________________________________

Signature of department chairperson: _________________________________________________________

III. THIS SECTION IS TO BE COMPLETED BY THE OFFICE OF STUDENT ACCOUNTS.

Payment for the examination has been received.

Signature: ________________________________________________________________________________

IV. THIS SECTION IS TO BE COMPLETED BY THE ASSIGNED INSTRUCTOR.

The above student has (check one): _______ PASSED _______ NOT PASSED

Number of units to be awarded is: _______

Signature of instructor: ___________________________ Date of Examination: ____________

IV. THIS SECTION IS TO BE COMPLETED BY THE OFFICE OF ACADEMIC AFFAIRS.

The above student should be awarded: _________ units by examination in the course indicated.

Amount of Instructor’s compensation: _________

Cost center (check one indicating school of Instructor conducting examination):

☐ 3-189130-1250 (School of Nursing)

☐ 3-189140-1250 (All other schools)

Signature: ___________________________ Date: ____________

Copies: Payroll (original); Dean; Records and Registration; Student Accounts; Chair of Examining Department; Chair of Student’s Major Department; Instructor