



The College of New Jersey

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

