

## Process for Earning Credit through Credit by Exam

1. Student discusses possibility of credit by exam with professor. If the professor agrees, then student proceeds.
2. Student obtains the Application for Admission to Credit by Examination from their school office coordinator or from the Center for Student Success (CSS).
3. Student completes all three copies of the Application for Admission to Credit by Examination. (If no triplicate available, make three copies once signatures obtained.)
4. Student takes all three copies to the department offering the class and obtains signatures of the Chair of the department offering the class and the Dean of the School in which the department resides.
5. Student takes all three copies of the application to CSS and pays the appropriate fee.
6. The CSS representative will:
  - stamp all three forms
  - give the student a Request for Payment for Make-Up/Credit by Exam form which they will stamp paid
  - give the student 2 copies of the receipt (emailed version acceptable) for payment of fees.
7. Student brings four forms (the three copies of the Application plus the Request for Payment) AND one copy of the receipt (emailed version acceptable) for payment to the exam at the prearranged date and delivers them to the professor.
8. Upon completion of the exam, the professor completes the Examiner's Report section on all three Application forms, as well as the appropriate sections of the Payment Request form.
9. Professor/Examiner forwards the signed Request for Payment form ALONG WITH the student's receipt to Bursar's Office, CC 218. This will trigger a payment to the examiner for test administration.
10. Professor submits all three Application forms to the Dean of the school offering the course for the Dean's signature.
11. Dean keeps one Application form for school records and forwards the other two copies to Registrar's Office, CC 217.
12. Registrar's Office puts the credit on the system and returns one form by email to the student and keeps the other copy for the student's file.

