



Credit by Examination Request

This form is not approved until all signatures have been obtained.
Submit to the College of Graduate Studies at the address below.

To be completed by the student:

Date: _____ Student ID#: _____

Name: _____

Address: _____
City State/Country Zip/Postal Code

Contact Information: _____
Email Phone

COURSE NUMBER	COURSE NAME	CREDIT HOURS
<p>Experience and/or background to support the Credit by Examination request:</p> 		

Student: _____
Signature Print Name Date

DO NOT WRITE BELOW THIS LINE

of Graduate Credits Earned by Examination: _____

Examination instructor: _____
Signature Print Name Date

Department Chair: _____
Signature Print Name Date

College of Graduate Studies Dean: _____
Signature Print Name Date

CREDIT BY EXAMINATION POLICIES AND PROCEDURES

Students admitted to a graduate degree program that have experience and/or a background comparable to a course at CMU may request a maximum of 12 semester hours of coursework earned through *Credit by Examination* under the following conditions:

1. No credit transferable to CMU has been earned in the course requested by examination.
2. No advanced placement has been given for the course requested by examination.
3. No higher level course in that subject area was taken prior to requesting credit by examination.
4. Credit by examination may not be used to repeat any course previously taken, either to remove a failure or to improve a grade, as provided by the *Repeat Course Policy*.
5. Graduate credit by examination is available as Credit/No Credit only, and is not included in the computation of the student's grade point average.
6. At the time of the request, the student must have an *Authorization of Degree Program* (Master's and Specialist's) or an *Authorization of Doctoral Degree Program* signed by the student and the advisor on file in the College of Graduate Studies.

Students meeting all of the above conditions may proceed to the next item.

STEPS TO BE FOLLOWED

1. The Credit by Examination form should be completed by the student and approved by the Department Chairperson and the Dean of the College of Graduate Studies.
2. The form should be submitted to the Student Service Court along with the *Credit by Examination* fee which is \$40 per credit hour. Fees are subject to change.
3. A copy of the form will be sent to the Department Chairperson and the Examination Instructor will be notified when the student is eligible to take the exam.
4. The Examination Instructor will administer the examination, evaluate, and assign the grade. As approved by the CMU Academic Senate ONLY GRADES OF CR OR NC may be assigned. The grade must be turned in on the class card provided to the Examination Instructor.
5. Upon receipt of the grade for Credit by Examination, the Registrar's Office will record it on the student's record and send a grade report to the student.