

BANNER ID **A0** \_\_\_\_\_ NAME \_\_\_\_\_ CREDIT BY EXAM  
Last Name First Middle

**OFFICE OF ACADEMIC RECORDS & REGISTRATION  
SLIPPERY ROCK UNIVERSITY  
SLIPPERY ROCK, PA 16057  
(724) 738-2010**

**CREDIT BY EXAMINATION**

**Post-Baccalaureate and graduate students may not earn credit by examination unless permitted by their academic dean.\*\***

**INSTRUCTIONS:** Please read the Guidelines for Credit by Examination on the reverse side. Section A is to be completed by the student or the administering department.

**SECTION A**

The student listed above is requesting permission to take the following course by examination:

_____	_____	_____
Name of Course	SRU Dept. & Course No.	Semester Hours
Advisor's Signature of Approval _____		Date _____
Cumulative GPA _____		
Have you been formally admitted to the University?	Yes	No

**SECTION B**

**ADMINISTERING DEPARTMENT**

Professor administering the examination is to fill out this section and send the completed form to the **Office of Academic Records & Registration, Room 107, Old Main, and a copy to the student's advisor after the examination.**

*Date _____	Approved by _____	Signature of Professor Administering Exam
*Date _____	Approved by _____	Departmental Chairperson
*Date _____	**Approved by _____	Academic Dean (only needed for post-bac and graduate students and undergraduate students needing a policy waiver—see back of form)

**REMINDER:** PLEASE REMEMBER NO TEST OR GRADES TO BE GIVEN UNTIL AFTER THE FEE HAS BEEN PAID AND STUDENT ACCOUNTS HAS APPROVED SECTION C (BELOW).

Date test was administered _____		
Grade (P/NC) _____	Approved by _____	Date _____
	Professor's Signature	

**SECTION C**

**OFFICE OF STUDENT ACCOUNTS  
Room 104, Old Main**

\*Administering professor's and department chairperson's signatures must appear in Section B **BEFORE** payment will be accepted.

FEE MUST BE PAID **BEFORE** EXAMINATION IS ADMINISTERED.

Date Fee Paid _____	Approved by _____	Director of Student Accounts
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**SECTION D**

**OFFICE OF ACADEMIC RECORDS & REGISTRATION**

Date Received _____	Approved by _____	Director of Academic Records
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**(Guidelines for Credit by Examination on reverse side.)**

## Credit by Examination

Approval to receive Credit by Examination is granted at the discretion of the appropriate college authorities and after the completion of the appropriate form. The rules governing credit by examination are as follows:

1. Post-Baccalaureate and graduate students may not earn credit by exam unless permitted by their academic dean.
2. The student must be formally admitted to the university and in good academic standing, i.e. in a non-probationary status.
3. The student's petition must have the approval of their academic advisor, the individual faculty member administering the test(s) and the chairperson of the department.
4. Arrangements for the examination should be completed at least one month before the examination date.
5. A fee of \$50 per **credit** hour taken by exam is required, regardless of the number of credits. The fee must be paid before the examination is administered. A 3 credit course would cost \$150.
6. The student is permitted only one opportunity to qualify for credit by examination in any given course.
7. Credit by Examination may be earned only in those undergraduate courses whose content is identified in the university catalog. For example, Credit by Examination may not be earned for research, thesis, seminars, practicum, internships, or independent study courses etc.
8. Credit by Examination may not be earned in a course in which the student is currently or has ever been enrolled after it has met for more than two weeks.
9. The student may not receive Credit by Examination in courses which would substantially duplicate credit already received and which are more elementary than courses in which credit has been previously earned.
10. Courses passed by examination will be listed on the student's transcript with the mark of "P" (pass). Courses not passed will be awarded a "NC" (no credit) and will not be listed on the student's transcript. All such credits will be recorded as "credit earned" and will not, therefore, be computed in determining the student's grade point average.
11. A student may earn no more than 45 semester hours of credit by any combination of examination (CLEP, AP, Challenge exams, etc.)
12. Credit by Examination may not be earned as part of the student's final 30 semester hours of course work.
13. The examination activities are to be structured and developed so that students can demonstrate competencies which are presented in the course syllabi.
14. Students may not use credit by exam to **repeat** a course.