



CREDIT BY EXAMINATION FORM

This form should be used to request and record the results of a Credit by Examination (CBE).

Guidelines

CBE will only be given for courses on the schedule that particular semester unless the course is needed to complete a student's program of study. CBE will not be allowed for courses that have a CLEP test available. CBE may not be granted for no more than 50% of the required courses in the curriculum. CBE may only be attempted once. Hours earned by CBE or audit will not count towards enrollment status for Title IV financial aid or Veterans Administration (VA) benefits. Credits will not be awarded for CLEP or CBE when a student has enrolled in a course in the past. Anatomy and Physiology courses will not be accepted through CBE.

Process

- 1. A student should complete and sign the "Student Information" portion.
2. Submit form to advisor for signature.
3. Forward the form to the appropriate Program Coordinator or Department Chair for approval
4. If approved, the Program Coordinator or Department Chair will inform the student and coordinate the date and time of the examination.
5. After test is administered, enter results on the form.
6. Forward to the appropriate Academic Dean.
7. Submit the completed form to the Registrar.

Student Information

Date Semester Student ID
Student Name Phone Number
Course Credit Hours

Please state your qualifications and reasons for requesting to take this credit by exam:

I have read and understand the guidelines for CBE.

Student Signature Advisor Signature

Request Approval

Credit by Examination Request Approved Denied
Program Coordinator/Department Chair Date

Exam Administration and Results

The student has taken the examination with the following results:

PASSED DID NOT PASS

Program Coordinator/Department Chair Date

Approved Denied

Academic Dean Date

Received by Registrar Date