

Credit by Examination is a process for granting academic credit for a life experience with an academic parallel. The term “life experience” connotes a learning experience equivalent to an academic course in an accredited institution on the college level. Students cannot earn credit by exam if they have taken the requested course or its equivalent in an accredited College or Secondary School. Once the request for examination is approved, the student must pay the established fee before taking the examination. The course will be reflected on the transcript as “X” and not calculated into the cumulative GPA.

Credits obtained by examination are accorded the same status as transfer credit and are reflected on the transcript as “X”. These courses are not used in the computation of the grade point average and are counted as part of the maximum allowable transfer credits for an academic program. Undergraduate students earning credits by examination for foreign languages cannot use these credits to satisfy the cultural diversity (CD) or global understanding (GU) general education requirement.

To apply for credits by examination the student must:

- Complete a Credit by Examination form which can be obtained in the Registrar’s Office. The request will be reviewed for compliance with the student’s academic program.**
- The student will bring the form to the Department where a faculty member will be assigned to administer the exam.**
- The Department Chair and School Dean must approve the request.**
- Once the necessary signatures are obtained the student must bring the document to the Bursar to make payment arrangements.**
- The student can then take the exam with the assigned faculty who will complete the form and attach a copy of the exam.**
- The form must be returned to the Registrar’s Office to be processed.**