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**CREDIT BY EXAMINATION FOR UNDERGRADUATE AND GRADUATE  
STUDENTS**

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**General Conditions**

1. A registered student may receive credit-by-examination for courses in which he/she is eligible to enroll.
2. The student should contact the office of the appropriate department to initiate the procedure.
3. Each department will maintain an up-to-date listing of courses which may/may not be taken as credit-by-examination.
4. The student will select a traditional letter grade or CR/NC option, in accordance with policies applicable to regular course enrollment.
5. Credit-by-examination will not be given for course work which an academic department deems inappropriate or impossible to evaluate.
6. The same course can be taken only once by credit-by-examination.
7. Credit-by-examination will not be given for a course if the student has already received credit for a similar but more advanced course.

**Procedure for Courses Listed in Class Schedule**

1. The student secures petition for credit-by-examination from appropriate department office and obtains signature of instructor and department chair.
2. If the petition is approved, the student enrolls in the course during registration and is given the examination during the first two weeks of the quarter.
3. The student is notified of the results of the examination during the third week of the quarter.
  - a. If the examination is passed, the grade is submitted to the Office of Admissions and Records by the end of the third week. The student's name will remain on the roster and the grade will appear on the quarterly\* grade report.
  - b. If the examination is failed, the student has two options:

- i) i) Remain enrolled in the course and complete it according to standard procedures; or
- i) ii) Officially drop the course before the census date (end of third week).

4. The course grade will appear on the student's PRC with the other grades for the quarter\* with a designation that the course was completed by examination.

#### **Procedure for Courses Not Listed in Class Schedule**

1. The student secures a petition for credit-by-examination from the appropriate department office and obtains the signature of an appropriate and willing instructor and department chair.

#### **\*Currently, Semester.**

2. If the petition is approved, the examination will be scheduled within 15 days.

3. Upon the completion of the exam, a grade is recorded on the petition and the petition is forwarded to Admissions and Records.

4. Admissions and Records notifies the student of the grade provided by the department.

5. Only a passing grade will be recorded on the student's permanent record card. A non-passing grade will not be recorded.