



## Instructions for Completion of Application for Credit by Institutional Examination

The steps for completion of the Application for Credit by Institutional Examination are as follows:

- The student will complete Section A of the form and present evidence of proficiency in the subject to the instructor of the course.
- If, in the opinion of the instructor, the student is eligible to take the examination, the instructor will complete Section B of the form and forward it to the Testing Coordinator for completion of Section C-verification that there are no approved alternative exams available for the course.
- The Testing Coordinator will return the form to the instructor who will provide a written copy of the exam and the form to the Program Director for completion of Section D. The Program Director will return the form to the instructor who will notify the student that they need to pay for the examination. The fee for credit by institutional examination is \$20 per credit hour and it is non-refundable and due before taking the examination. The student will take the form to the Business Office for completion of Section E.
- The Business Office will complete Section E of the form and return it to the student.
- The student will present the paid form to the instructor prior to the instructor administering the examination.
- The instructor will administer the exam, at an agreed upon time, and will assign a final grade. The instructor will complete Section F of the form and attach documentation of the examination results to the form.
- The instructor will forward the completed form and documentation to the appropriate Dean responsible for the instructor supervision for review, approval and completion of Section G by that Dean.
- The Dean will forward the completed form and documentation to the Provost for review, approval and completion of Section H of the form.
- The form and documentation will be forwarded to the Associate Dean of Enrollment Management/Registrar who will record credit earned by institutional examination on the student's transcript.

KM 05/2020