

## CREDIT BY EXAMINATION

Used to test out of class if department agrees.

The Curriculum Committee has approved and the faculty has concurred with the principle of granting credit courses by examination. Identification of the courses for which Credit by Examination will be allowed and the choice of examination rests with the professional staff of the Department concerned.

In approving this practice it was agreed that "such examination be given only to applicants whose record indicated a reasonable chance for success in the examination by appropriate knowledge, experience, or background in the subject field; that the examination be sufficiently comprehensive to adequately examine proficiency with the subject, preferably of the stature of a standardized test; and that if a student is successful in passing the test, his/her transcript indicate 'Credit by Examination'."

### PROCEDURE:

1. The student registers for credit in the class for which Credit by Examination is sought.
2. The student applies to the instructor(s) of the course for which Credit by Examination is sought, asking him or her or them to administer an appropriate examination. In this process the student furnishes convincing evidence that such an examination should be given.
3. The instructor(s) confirms in writing to the Department Head his or her belief that the student should be given such an examination, agrees to administer the exam, and identifies the test(s) chosen for the examination.
4. The Department Head approves the test chosen and the giving of the examination. This approval certifies agreement of faculty to both the granting of Credit by Examination and the choice of the examination. An "Application for Credit by Examination" (hereafter referred to as "Application") is filled out.
5. The student pays at the Office of Student Accounts the required fee of \$25 and has that office sign the Application showing the fee has been paid.
6. The student takes the examination and it is graded.
7. The instructor(s) fills in the Application with the grade earned, signs it and gives it to the Department Head.
8. The Department Head signs and forwards the completed Application to the Office of the Registrar.
9. The Registrar's Office files the completed Application in the student's folder. If the student received a grade of "C" or better on the exam, the instructor also turns in the grade with the notation "Credit by Examination" on the grade sheet at the end of the semester. The credit and grade (indicating "Credit by Examination") will then be recorded on the student's record. NOTE: Students must have completed 12 credit hours of course work at Colorado Mesa University before challenge credits will be recorded on a transcript.

### GUIDELINES:

1. The student taking the examination must be currently enrolled.
2. A student cannot take a challenge examination:
  - a. to improve a grade in the course concerned,
  - b. if he/she has previously failed the course concerned,
  - c. if he/she has previously challenged the course,
  - d. if he/she is not currently registered for the course.
3. Credit will be given only if a grade of "C" or better is achieved on the test. If a grade of "C" or better is achieved, the \$25 administration fee will be refunded. If a grade of "C" or better is not achieved, the student must complete the entire course to receive credit and the \$25 fee will not be refunded.
4. Maximum credit by examination: Certificate of Occupational Proficiency - 6 credit hours; AA, AS - 12 credit hours; AAS - 20 credit hours; Baccalaureate - 20 credit hours.

Policy Effective 7/1/93

Date of Application \_\_\_\_\_

CMU Student ID # \_\_\_\_\_

Date Received:

1. I, \_\_\_\_\_, do hereby apply to be given an examination to establish \_\_\_\_\_ semester hours of credit in \_\_\_\_\_.

I understand that I will be charged \$25 in addition to the regular tuition and fees cost for the course. I am now enrolled in the course indicated above and will attend and complete all class work until I have taken the "Credit by Examination" exam and receive notification of the grade I received. I have never enrolled in this course before nor have I ever challenged this course prior to this time. I understand and agree to abide by the following:

If I am notified by the instructor that I received a grade of "C" or higher on the examination: I may then stop attending class and doing the class work. Nothing further will be required of me for that class. The grade I earned on the exam will be recorded on my transcript at the end of the semester in which I enrolled in the course along with the notation "Credit by Examination." The \$25 administrative fee will be refunded. I understand that until I have completed 12 credit hours of course work at Colorado Mesa University, challenge credits earned will not be recorded on my transcript.

If I am notified by the instructor giving the "Credit by Examination" that I received a grade lower than "C" on the exam: I will continue as a regular student in the course, or withdraw as desired, but I will abide by the same deadlines and rules as other students in the class. The \$25 administrative fee paid will not be refunded.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

2. I have discussed this request with the student and am convinced this student is entitled to be examined to establish credit in the course indicated in Item 1. I agree to administer the examination and recommend the following examination be used for this purpose:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

3. Approved:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

4. Student Account Office:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date \$25 fee paid

\_\_\_\_\_  
Receipt No.

5. The above named student completed an examination to establish credit in \_\_\_\_\_. He/she received a grade of \_\_\_\_\_ in the examination and (should) (should not) be awarded credit of \_\_\_\_\_ semester hours.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

**(When requirements are met, the Department Head gives a copy of completed form to student and submits original to the Registrar's Office. The Registrar's Office will record the grade and file this original form in the student's permanent file.)**

**--OFFICE USE ONLY--**

Date Received \_\_\_\_\_ Refund Approved By \_\_\_\_\_ CMU Hours Earned \_\_\_\_\_  
Grade/Date \_\_\_\_\_ / \_\_\_\_\_ Grade Change/Date \_\_\_\_\_ / \_\_\_\_\_

Date Received: