

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

**Guidelines for Credit By Exams**

Students may receive credit through nationally recognized professional licenses or certificates gained through examinations. Students must be able to provide the original certification document and examples of the curriculum for the certification. The student must verify the certification through his/her advisor and the Registrar's Office. If curriculum and certification can not be verified, the student may be able to show competencies through the challenge process. Please see the Challenge Policy for more information.

A student will receive a grade of "EC" for any credits awarded through CLEP/AP/CBE.

**The original copy of the certification must be provided to the Department Faculty in order to receive credit. All original's will be returned to the student.**

**Course student is requesting credit for:**

Course Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_ Credits: \_\_\_\_\_

Course Title: \_\_\_\_\_

Description of training received:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The following must be filled out by the Department Faculty:**

Title of certifications approved for course: \_\_\_\_\_

Agency approved for certifications: \_\_\_\_\_

**Department Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use Only			
Date Certification received:	Approved:	Disapproved:	Date Posted/Letter Sent: