

Student Name _____ Student ID # _____
(Please Print)

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 Department Faculty and the Registrar's Office. If curriculum and certification cannot 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 total credits awarded for CLEP/AP/CBE for a student cannot exceed 25% of the credits required for his/her degree.

The original copy of the certification must be provided to the Department Faculty in order to receive credit. All originals will be returned to the student. A copy of certification/license must be attached to form.

Course student is requesting credit:		
Course Prefix: _____	Course Number: _____	Credits: _____
Course Title: _____		
Description of training received: _____		

Student Signature: _____		Date: _____

The following must be completed by the Department Faculty:

Title of certification/license approved for course: _____

Agency approved for certification/license: _____

Department Faculty Signature: _____ Date: _____

For Office Use Only			
Date Received:	Approved:	Denied:	Date Posted/Letter Sent: