

REQUEST FOR CREDIT BY EXAM

ACCAP/UTOJ 08.23

Procedure:

1. Student obtains instructor's and dean's signatures.
2. Student pays Credit by Exam fee at UAS Business Office.
3. Student returns completed top portion of form to instructor.
4. Instructor submits form with grade to UAS Registrar's Office.

Semester, Year (check one)

- Fall _____
- Spring _____
- Summer _____

student ID		date		
full legal name	last	first	middle initial	
current mailing address	street or p.o. box	city	state	zip code
phone				
degree program		major		

Currently Enrolled at UAS? Yes No

Course to be taken for Credit by Exam:

department	course no.	course title	credits
------------	------------	--------------	---------

✕ _____

student's signature date

for official use only

Course Grade: Pass Fail

✕ _____

instructor's signature date

✕ _____

dean's signature date

Amount Paid:	Date:	Receipt No:	Received By:
--------------	-------	-------------	--------------

- Credit by Exam fee: A non-refundable fee of \$50 per credit hour is charged for each examination.**
1. Only students who are admitted to a degree program and currently enrolled in term requested are eligible to request credit by exam.
 2. A student may not receive credit by examination for a course which is a prerequisite to another course in which the student is currently enrolled or which he/she has completed.
 3. A course challenged for credit must not duplicate a course for which credit has already been given.
 4. A person who has audited a class may not request credit via departmental examination for the class until the subsequent year.
 5. Departmental exams will be graded pass/fail and do not carry grade points.
 6. Exams may not be repeated earlier than one year.
 7. Determination of which courses may be challenged rests with the appropriate school.