



Application for Undergraduate Credit by Examination

Instructions

- The application needs to be completed and signed by the student and approved by the Department Chairperson.
- Student takes the approved form to One Central (in UC 119) for payment and receipt. Tuition for Credit by Exam is \$40 per credit hour.
- The student takes the completed form, and the paid receipt to the Office of the Registrar (in Warriner 212).
- A copy of the application will be sent to the Department Chairperson, and the instructor will be notified once the student is eligible to take the exam.
- The instructor will administer the exam, evaluate, and assign the grade.
- Once the Office of the Registrar receives the grade card from the instructor, a grade will be recorded on the student's academic history and the student will be notified.

Students are advised to carefully review the [Credit by Exam policy](#).

To be filled out by the student:

1. Last Name: _____ First: _____ Middle: _____
2. CMU ID Number: _____
3. CMU Course: _____
4. Please provide your reason to support request for Credit by Exam: (Required)

5. By signing, I certify that the information provided on this application is complete and accurate to the best of my knowledge. I understand that approval to apply for Credit by Examination and payment of the required fee do not guarantee the awarding of credit. I further acknowledge that I am responsible for reviewing and complying with the University's Credit by Examination policy and procedures.

Signature of student

Date

To be filled out by the Department Chairperson:

1. The exam will be given by: _____
2. By signing, I certify that I have reviewed this application and approve the students' request to take the Credit by Examination. I confirm that the student meets all departmental requirements and is eligible to take the exam.

Signature of Chairperson

Date