

# Request for Credit by Examination

## Transfer Credit Policy:

- 1) A maximum of 30 credit hours may be earned by examination (CLEP, DANTES, or Challenge Exam) or in combination with correspondence work (which is limited to 12 hours).
- 2) Credits granted through examination are counted as "transfer" work and may not be used to fulfill residency requirements for the bachelor's degree.
- 3) An exam may be attempted only twice. No test may be repeated until a minimum of six months has elapsed between each attempt. Upon award of credit, a grade of P will be recorded on the transcript.
- 4) Credit may not be granted when examination duplicates university credits previously earned, or when student has credit for courses at a more advanced level than that of the exam.
- 5) Credit by examination may not be earned during the semester in which the student intends to graduate.
- 6) The Computer Literacy Competency examination may be attempted for credit or to demonstrate computer competence. The examination may be attempted only once and must be completed with a minimum grade of C (a grade of P will be recorded if the minimum is achieved). If taken for credit, a Challenge Exam form must be completed and payment of 40% of tuition is due in advance. (See catalog for further details)

If approved, it is the student's responsibility to provide the Registrar's Office with an official test score report.

## Part I: Student Information (Please print or type)

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
\_\_\_\_\_ Classification: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Anticipated Date of Graduation \_\_\_\_\_

## Part II: Request for Credit by Examination

Date of Examination: \_\_\_\_\_ (If this exam is not taken as scheduled, a new request must be submitted).

List Requested Exams: (All information must be provided for consideration; refer to example below)

Course Title	Credit Hours	Equivalent UIW Course Number	Use: (Indicate Core, Major, Elective, Etc.)
Human Resource Management	3	BMGT 3354	Major
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student's Signature \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date \_\_\_\_\_

## Part III: Approval Signatures Enrollment will not be approved without advisor signature.

Advisor: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comment: \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comment: \_\_\_\_\_

Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Academic and Student Affairs (As Needed): \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comment: \_\_\_\_\_

Vice President's Signature \_\_\_\_\_ Date \_\_\_\_\_