

**University of the Incarnate Word
Request to for Credit by Examination**

Credit by Examination Policy:

- 1) No more than 30 credit hours may be earned by examination or in combination with correspondence work.
- 2) Credits granted through examination are considered transfer credit and may not fulfill residency requirements for any degree.
- 3) An exam may be attempted only twice (see #4) with a mandatory six months waiting period between each attempt.
- 4) The Computer Literacy exam may be attempted for credit or to demonstrate competence and may be attempted once. If taken for credit, a Challenge Exam form must be completed and a payment of 40% of the tuition is due in advance.
- 5) Examination credit is posted as "S" on the transcript and will not count in the grade point average statistics.
- 6) Credit will not be granted when the content of the exam duplicates credits previously attempted or awarded or when the student has credit for courses at a more advanced level than that of the exam.
- 7) Credit through exam may not be earned once a student is in his/her final semester of enrollment.

P L E A S E P R I N T C L E A R L Y O R T Y P E

Name		ID
Address		
City/State/Zip		
E-Mail Address:		
Home Phone		Cell Phone
Work Phone		Classification
Anticipated date of Graduation (semester/year)		Major

Part II: Request Credit by Exam (Print or type)

Date of Examination:

If you do not complete the exams listed below during the enrollment period indicated above, you must submit another application for subsequent approval.

If approved, the student must request test score reports be forwarded to the Registrar's Office at **UIW**.

Exam Number	Exam Title	Hours	Equivalent UIW Course	Use: (Core, Major, Minor, Elective, Etc.)	Action
Example: SG 530	Composition I	3	ENGL 1311	Core	

Student's Signature

ID or Social Security Number

Date

Part III: Approval Signatures

Will not be approved without advisor signature.

Advisor: Recommend approval Does not recommend approval

Comment: _____

Advisor's Signature

Date

Registrar: Approve Denied

Comment: _____

Registrar's Signature

Date

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