Credit By Exam Form
Registrar’s Office

Student Name: ___________________________ Student ID #: ____________________

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 exam-
pies of the curriculum for the certification. The student must verify the certification through his/her ad-
visor and the Registrar’s Office. If curriculum and certification can not be verified, the student may be
able to show competencies through the challenge process. Please see the Challenge Policy for more in-
formation.

A student will receive a grade of “EC” for any credits awarded through CLEP/AP/CBE. The total cred-
its awarded for CLEP/AP/CBE for a student cannot exceed 25% of the credits required for his/her de-
gree.

The original copy of the certification must be provided to Registrar’s Office in order to receive
credit. All original’s will be returned to the student.

Course student is requesting credit for:

Course Prefix: _______ Course Number: _________ Credits:__________

Course Title: ____________________________________________________________

Description of training received: ___________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Student’s Signature: ___________________________ Date: __________

The following must be filled out by the advisor:

Title of certifications approved for course: ________________________________

Agency approved for certifications: _______________________________________

Advisor’s Signature: ___________________________ Date: __________

For Office Use Only

Date Certification received: _______ Approved: _______ Disapproved: _______ Date Posted/Letter Sent: _______