



APPLICATION FOR CREDIT BY EXAMINATION
(In-house undergraduate subject area exams)

The credit hours earned by an examination do NOT count in the student's load for the term or in the calculation of the grade point average.

Conditions to be met before test can be administered:

- 1. The student has not previously earned credit in the course at CSU-Pueblo, has not previously failed a challenge exam for the course, or has not previously failed the course itself;
2. The student has approval of the appropriate department chair (with appeal rights to the dean) to take exam;
3. The student's performance on the examination is at the level of C- or better;
4. The student is currently enrolled at CSU-Pueblo and in good academic standing at the time the examination is administered;
5. The student does not use the challenged course to satisfy the residency requirement for graduation; and
6. The student satisfies any and all additional criteria as specified by the department.

Instructions to Student:

- 1. Make sure you have read/understood the Conditions to be met before test can be administered section listed above.
2. Complete first section of Part I of form and secure approval of department chair.
3. Pay \$50.00 (non-refundable) fee at the Cashier.
4. Return form with receipt attached to department chair.
5. Complete examination.

Instructions to Department Chair:

- 1. Grant approval to seek credit by examination. (Make sure student meets conditions for taking exam listed above.)
2. See that examination is administered after student has paid \$50.00 fee.
3. Approve awarding of credit and forward form with receipt attached to the Registrar's Office for processing.

Part I (To be completed by Student and Department Chair)

Name: _____ PID#: _____

Address: _____ Phone: _____

Has met all conditions stated above and has approval to seek credit by examination for:

Table with 4 columns: Dept. Prefix, Course Number, Course Title, Credit Hours. Includes signature and date lines for Department Chair.

Part II (To be completed by faculty member administering exam)

Student's performance on examination is at the level C- or better.

I authorized the Registrar's Office to award _____ hours of credit for:

Course Title _____

Signature, Faculty Member _____ Date _____

Signature, Department Chair _____ Date _____

Recorded: _____ (initials) Date: _____

Please keep a copy for your records. Original must be submitted to the Registrar's office.