

Office of the Registrar

Credit by exam is \$75.00 which is non-refundable and must be paid prior to completing the exam. A student will be billed an additional \$40.00 per credit hour when Credit by Exam earns a passing mark to be posted to the academic transcript. Students who do not pass the Credit by Exam will not receive additional charges and no exam notations will be on the academic transcript.

**Instructions in order as presented:**

1. Request verbal permission to take a course for credit by exam from the department chairperson.
2. Student complete Section A of this form.
3. Pay a \$75.00 examination fee to the Market Place  
[https://secure.touchnet.net/C22605\\_ustores/web/product\\_detail.jsp?PRODUCTID=472](https://secure.touchnet.net/C22605_ustores/web/product_detail.jsp?PRODUCTID=472). This fee is non-refundable and must be paid BEFORE taking the exam.
4. Present this form to the department chair/examiner that will complete Section B of this form.
5. Department chair will forward the completed form to the Office of the Registrar.
6. The Office of the Registrar will notify the student to pay the additional fee of \$40.00 per credit hour to be posted to the student's academic transcript. Payment is made to Market Place  
[https://secure.touchnet.net/C22605\\_ustores/web/product\\_detail.jsp?PRODUCTID=473](https://secure.touchnet.net/C22605_ustores/web/product_detail.jsp?PRODUCTID=473)

**Section A**

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

STUDENT EMAIL: \_\_\_\_\_ MAJOR(S): \_\_\_\_\_

COURSE: Subject \_\_\_\_\_ Course Number \_\_\_\_\_ Hours \_\_\_\_\_

Check here  when language placement exam is at the 300+ level. The examination fee is waived once confirmed by the Languages Department Chair.

I have read and understand the fees associated with this exam and application of credits earned. \_\_\_\_\_  
*Student Signature, Date*

-----DEPARTMENT SECTION – DO NOT WRITE BELOW THIS LINE-----

**Section B**

EXAM GRADE: (check one)  
 Pass  Fail

Hours Earned: \_\_\_\_\_  
(recorded on student's permanent record)

\_\_\_\_\_  
*Chairperson's Signature Date*

*Languages Chair confirming Language Placement rule listed in Section A.* \_\_\_\_\_  
*Initial*

**Section C**

Office Use Only:

\$75.00 exam fee paid \_\_\_\_\_

\$40.00 per credit hour paid \_\_\_\_\_