

Credit by Examination

Name: _____	
Date of Birth: _____	Student ID#: _____
E-mail: _____	Phone Number: _____
I affirm that I have read, understood, and agreed to this form in its entirety and that the information supplied is true and complete.	
Signature: _____	Date: _____

Procedure:

1. Review the policy before seeking approval for Credit by Examination.
2. Obtain signature from Approving Official in the Registrar's Office.
3. Obtain Instructor, Department Chair, and Dean signatures.
4. Pay for the exam in the Office of the Cashier, SSB 140. Your payment is not refundable if you fail the exam.
5. Take the exam. The instructor must sign and indicate a PASS or FAIL.
6. Instructor must forward completed form to the Office of the Registrar, SSB 160.

Policy:

A department may grant a student credit for college courses for which the student requests and passes appropriate examinations. The non-refundable processing fee reflects actual administration costs and must be paid prior to taking the examination. Credit through departmental examination is based on knowledge equivalent to a regular course offered by the University. Omnibus-numbered courses are excluded. No record of failures on such examinations will be entered on the student's permanent record.

The following policies apply to ALL courses:

- Examinations cannot be taken to raise grades, to remove failures, or to remove notations that have no effect on the GPA.
- Credit by examination is not applicable toward the semester hour residency requirements.
- Credit by examination will not be granted for courses attended as an auditor.
- Examinations for credit will be taken at a time specified by the department.
- The hours granted for credit by exam are not included as a part of the student's semester enrollment. The credit will appear on the transcript for the semester in which the examination was taken, but the hours do not count as part of the student's total enrollment for the purposes of financial aid or any other purpose predicated on total hours of enrollment for a given semester.
- Any exception to these policies must be approved through the Petition for Degree Exception process prior to paying for and taking the exam

The following policies only apply to courses with a gtPathways designation:

- MSU Denver will not grant credit for a departmental examination if, prior to the semester the exam is taken, a student has completed, was enrolled in, or is enrolled in, college courses equivalent to the subject material of the exam.
- A grade equivalent to "C-" or higher must be attained on the examination in order to receive credit, but credit earned for the course will be recorded without a grade on the student's permanent record and are not considered in computing university grade point averages.

Credit by Examination

The following policies only apply to courses that **DO NOT** have a gtPathways designation:

- Permission for departmental credit by examination must be obtained in advance from the instructor giving the examination, the department chair, and the appropriate dean.
- Credit by examination cannot be obtained for a course in which a student has been enrolled at MSU Denver or at another regionally accredited college or university.
- MSU Denver will not grant credit for a departmental examination if, prior to the semester the exam is taken, a student has completed, is enrolled in, or was enrolled in, college courses equivalent to or more advanced than the subject material of the exam. This restriction includes courses designated at a higher level (i.e., 1000, 2000, 3000, 4000) within the same subject prefix (e.g., HIS, ENG).
- A grade equivalent to "B" or higher must be attained on the examination in order to receive credit, but credits earned for the course will be recorded without a grade on the student's permanent record and are not considered in computing university grade point averages.

Course Information (one course per form):

Course Title: _____ Course Prefix and Number: _____ Semester Hours: _____

Registrar Approving Official Name:	Brandy Schooler	Signature: _____	Date: _____
Instructor Name:	_____	Signature: _____	Date: _____
Department Chair Name:	_____	Signature: _____	Date: _____
Dean Name:	_____	Signature: _____	Date: _____

Instructor:

Charges are due prior to administering the exam. Payment is indicated by a receipt stamped on this form. After the examination, please forward the completed form to the Office of the Registrar.

Select One:	PASSED gtPathways: earned a grade equivalent of C- or better	PASSED Non-gtPathways: earned a grade equivalent of A or B	FAILED
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Instructor Name: _____ Signature: _____ Date: _____

Office Use Only

Processor Signature: _____	Date Posted: _____
Semester and Year: _____	CRN: _____