

Kutztown University

REQUEST FOR CREDIT BY EXAMINATION

()
Last Name First Mi Telephone KU ID #

Address Degree Program and Major

City State Zip Advisor

Course Requested Prefix No. Complete Course Title Credit Value
By Examination

INDICATE EXPERIENCE/TRAINING (ATTACH ADDITIONAL SHEETS IF NEEDED):

STUDENT SIGNATURE DATE

CHAIR-DEPARTMENT OFFERING EXAM

A REVIEW OF REQUESTER'S QUALIFICATIONS FOR CREDIT BY EXAM HAS BEEN COMPLETED. YES NO
REQUESTER HAS SUFFICIENT BACKGROUND TO QUALIFY FOR CHALLENGE EXAM. YES NO
DEPARTMENT IS WILLING TO OFFER CHALLENGE EXAM TO REQUESTER. YES NO
COMMENTS:

CHAIR SIGNATURE DATE

DEAN SIGNATURE DATE

FACULTY PROVIDING EXAMINATION

A REVIEW OF REQUESTER'S QUALIFICATIONS FOR CREDIT BY EXAM HAS BEEN COMPLETED. YES NO
REQUESTER HAS SUFFICIENT BACKGROUND TO QUALITY FOR CHALLENGE EXAM. YES NO
DEPARTMENT IS WILLING TO OFFER CHALLENGE EXAM TO REQUESTER. YES NO
COMMENTS:

FACULTY SIGNATURE DATE

****Return signed form to the Office of the Vice Provost & Dean of Graduate Studies, 319 Stratton Administration Center****

CRS. PASS TRANS. CRS. CUM. Q.P.A. VICE PROVOST'S ACTION
 APPROVE DENY

OFFICE
USE
ONLY
REASON FOR DENIAL
VICE PROVOST'S SIGNATURE DATE

****Complete after Credit by Examination ****

DATE OF EXAMINATION GRADE EARNED PASS
 FAIL

PROFESSOR'S SIGNATURE DSC DKP

DATE RECEIVED BY REGISTRAR DRC DKV

DATE COPY SENT TO VICE PROVOST'S OFFICE

CREDIT BY EXAMINATION POLICY

A full-time or part-time student who, by experience or training, has acquired academic background or comprehension comparable to that required of students who complete a given course, with the written approval of the department chairperson and professor concerned may apply to the Office of the Vice Provost & Dean of Graduate Studies for the privilege of taking an examination in the course for the purpose of establishing credit for it (Challenge Examination).

A \$25.00 administrative fee is charged for each Challenge Examination. The student can go to <https://commerce.cashnet.com/openpay> log in and pay 25.00 using their ID. Write in Credit by Exam as the reason.

The chairperson of the department concerned and the professor who is designated will prepare and administer a special examination in the course within 60 calendar days from date of approval.

After grading the examination "Pass" or "Fail" the chairperson and designated professor will report the result in writing to the Registrar and send a copy to the Office of the Vice Provost & Dean of Graduate Studies. For a grade of "Pass" the student will earn the academic credits that ordinarily are earned by completing the course covered by the examination. If a grade of "Fail" is achieved, "Fail" will be entered for the course on the student's transcript and the student must take the course for credit. No reexamination may be taken.

APPLICATION PROCEDURE

1. The student should consult with the student's advisor before beginning the process of application for challenge examination to determine whether the course is applicable to the student's degree program.
2. After completing the appropriate areas of the application form, the student shall meet with the department chairperson and the faculty member providing the examination to discuss the request.
3. The chairperson and faculty member review the student's qualifications and verify on the form whether or not the student has sufficient experience/training to qualify for the challenge examination.
4. The chairperson and faculty member indicate their willingness to offer the challenge examination, sign and date the form.
5. The completed form is to be returned to the Office of the Vice Provost & Dean of Graduate Studies, 319 Stratton Administration Center.
6. Following review, the Office of the Vice Provost & Dean of Graduate Studies will forward to the student a letter approving or denying the request. Additional instructions for registration and the required registration form will be included with a letter of approval.
7. The challenge examination must be completed within 60 calendar days of approval by the Office of the Vice Provost & Dean of Graduate Studies.

PLEASE NOTE THE FOLLOWING LIMITATIONS:

Approval for credit by examination **WILL NOT** be granted for students who

- failed the course in a classroom situation;
- failed a challenge examination and want to repeat credit by examination;
- do not have verification of required qualifications by department chairperson and faculty offering the examination;
- do not have the agreement of the department/faculty member and college dean to offer the examination.