

Credit by Examination Request Form

Students admitted to a graduate program may request a maximum of 12 credit hours through Credit by Examination. Credit by examination is available as Credit/No Credit only and is not included in the computation of the student's grade point average. If approved, the student should submit the required fee (\$50/credit) to Student Account Services (989-774-3618, Bovee UC 119).

Student: _____ Signature: _____ ID#: _____

Email: _____ Degree Program: _____

Requested Course(s) by Exam:

Course #: _____ Course Name: _____ Credit(s): _____

Course #: _____ Course Name: _____ Credit(s): _____

Course #: _____ Course Name: _____ Credit(s): _____

Course #: _____ Course Name: _____ Credit(s): _____

Experience and background to support the credit by exam request:

To be completed by department chair:

Cum. GPA: _____ Any previous credit by exam? _____ If yes, # of credit(s): _____

Confirmation Checklist:

No credit eligible for transfer to CMU has been earned in the course requested by exam

No higher-level course in that subject area was taken prior to requesting credit by exam

Credit by exam may not be used to repeat any course previously taken that has not expired, either to remove a failure or to improve a grade

At the time of request, the student has a degree plan in the Degree Progress System

Required Approvals:

Examination Faculty

Name: _____ Signature: _____ Date: _____

Department Chair (or Program Director only if program is Interdisciplinary)

Name: _____ Signature: _____ Date: _____

The examination faculty is a: _____ Cost Center: _____

Graduate Studies

Name: _____ Signature: _____ Date: _____

OFFICE OF GRADUATE STUDIES