CENTRAL MICHIGAN UNIVERSITY

APPLICATION FOR UNDERGRADUATE
CREDIT BY EXAMINATION

INSTRUCTIONS

- The application needs to be completed and signed by the student and approved by the Department Chairperson.
- Student takes the approved form to One Central (in UC 119) for payment and receipt. Tuition for Credit by Exam is $40 per credit hour.
- The student takes the completed form, and the paid receipt to the Office of the Registrar (in Warriner 212).
- A copy of the application will be sent to the Department Chairperson, and the instructor will be notified once the student is eligible to take the exam.
- The instructor will administer the exam, evaluate, and assign the grade.
- Once the Office of the Registrar receives the grade card from the instructor, a grade will be recorded on the student's academic history and the student will be notified.

Students are advised to carefully review the [Credit by Exam policy](#).

Student Name: _____ Student ID#_____

Course: _____ Credit Hours _____

Reason to support request for Credit by Exam:

Student Signature: _____ Date: _____

APPROVAL FOR CREDIT BY EXAM

The exam will be given by: _____

Signature of Department Chairperson: _____