



Student Name: _____ Student ID #: _____

Guidelines for Credit By Exams

Students may receive credit through nationally recognized professional licenses or certificates gained through examinations. Students must be able to provide the original certification document and examples of the curriculum for the certification. The student must verify the certification through his/her advisor and the Registrar's Office. If curriculum and certification can not be verified, the student may be able to show competencies through the challenge process. Please see the Challenge Policy for more information.

A student will receive a grade of "EC" for any credits awarded through CLEP/AP/CBE. The total credits awarded for CLEP/AP/CBE for a student cannot exceed 25% of the credits required for his/her degree.

The original copy of the certification must be provided to Registrar's Office in order to receive credit. All original's will be returned to the student.

Course student is requesting credit for:

Course Prefix: _____ Course Number: _____ Credits: _____

Course Title: _____

Description of training received: _____

Student's Signature: _____ **Date:** _____

The following must be filled out by the advisor:

Title of certifications approved for course: _____

Agency approved for certifications: _____

Advisor's Signature: _____ **Date:** _____

For Office Use Only			
Date Certification received:	Approved:	Disapproved:	Date Posted/Letter Sent: