

## Process for Earning Credit through Credit by Exam

- Student discusses possibility of credit by exam with professor. If the professor agrees, then student proceeds.
- Student obtains the Application for Admission to Credit by Examination from their school office coordinator or from the Student Administrative Service Center
- Student completes all three copies of the Application for Admission to Credit by Examination. (If no triplicate available, make three copies once signatures obtained.)
- Student takes all three copies to the department offering the class and obtains signatures of the Chair of the department offering the class and the Dean of the School in which the department resides.
- Student takes all three copies of the Application to Student Administrative Service Center (2<sup>nd</sup> Floor Computer and Administration Center) and pays the appropriate fee.
- The Student Administrative Service Center (SASC) Representative will:
  - a. stamp all three forms,
  - b. will give the student a Request for Payment for Make-Up/Credit by Exam form which they will stamp paid,
  - c. will give the student 2 copies of the receipt for payment of fees.
- Student brings four forms (the three copies of the Application plus the Request for Payment) AND one copy of the receipt for payment to the exam at the prearranged date and delivers them to the professor.
- Upon completion of the exam, the professor completes the Examiner's Report section on all three Application forms, as well as the appropriate sections of the Payment Request form.
- Professor/Examiner forwards the signed Request for Payment form ALONG WITH the student's receipt to Bursar's Office, CC 218. This will trigger a payment to the examiner for test administration.
- Professor submits all three Application forms to the Dean of the school offering the course for the Dean's signature.
- Dean keeps one Application form for school records and forwards the other two copies to Registrar's Office, CC 217.
- Registrar's Office puts the credit on the system and returns one form by mail to the student and keeps the other copy for the student's file.



# University of Hartford

## APPLICATION FOR ADMISSION TO CREDIT BY EXAM

To be completed and submitted with the recommendation  
of the department chair to the dean of the school which offers the exam.

Student name \_\_\_\_\_ ID \_\_\_\_\_

Student major \_\_\_\_\_ Matriculation Term \_\_\_\_\_ Advisor \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Course Title \_\_\_\_\_ Subject Code \_\_\_\_\_ Number \_\_\_\_\_

School offering exam:

A&S \_\_\_\_\_ Barney \_\_\_\_\_ ENHP \_\_\_\_\_ CETA \_\_\_\_\_

Hillyer \_\_\_\_\_ Hart \_\_\_\_\_ Art School \_\_\_\_\_ University Studies \_\_\_\_\_

Why do you consider yourself eligible for this examination?

Do not write below this line. Attach separate sheet if necessary.

Recommended

\_\_\_\_\_  
Signature Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Dean

\_\_\_\_\_  
Date

To obtain study guide and schedule exam, please make necessary arrangements with the following faculty member:

A per credit fee totaling \$ \_\_\_\_\_ is payable in advance to the Bursar's Office (SASC).

Examiner's report:    Date of exam \_\_\_\_\_    Grade earned \_\_\_\_\_    Credit Hours \_\_\_\_\_

Examiner's signature \_\_\_\_\_    Authorized by Dean \_\_\_\_\_

*Original Copy to Registrar*

*Second Copy to Advisor for Student file*

*Third Copy to Student*

*revised 11/2008 kms*