## Process for Earning Credit through Credit by Exam

- 1. 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 Center for Student Success (CSS).
- 3. Student completes all three copies of the Application for Admission to Credit by Examination. (If no triplicate available, make three copies once signatures obtained.)
- 4. 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.
- 5. Student takes all three copies of the application to CSS and pays the appropriate fee.
- 6. The CSS representative will:
  - stamp all three forms
  - give the student a Request for Payment for Make-Up/Credit by Exam form which they will stamp paid
  - give the student 2 copies of the receipt (emailed version acceptable) for payment of fees.
- 7. Student brings four forms (the three copies of the Application plus the Request for Payment) AND one copy of the receipt (emailed version acceptable) for payment to the exam at the prearranged date and delivers them to the professor.
- 8. 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.
- 9. 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.
- 10. Professor submits all three Application forms to the Dean of the school offering the course for the Dean's signature.
- 11. Dean keeps one Application form for school records and forwards the other two copies to Registrar's Office, CC 217.
- 12. Registrar's Office puts the credit on the system and returns one form by email 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	Ma	Matriculation Term		Advisor		
Street address			City		_State	Zip
Course Title				Subject Code	Nur	mber
School offering exam:						
A&S	Barney	ENHP		CETA		
Hillyer	Hartt	Art School University Studies				
Do not write below this	line. Attach separate	e sheet if necessar	ry.			
Signature Department	Chair	Date	Signatu	re Dean		Date
To obtain study guide a	and schedule exam, p	olease make neces	ssary arrang	gements with the	following fa	culty member:
A per credit fee totaling	g \$ is	s payable in advan	ce to the C	enter for Student	Success (C	SS).
Examiner's report:	Date of exam	Grad	e earned _	(	Credit Hours	3
Examiner's signature Authorized by Dean						
Original Copy to R	egistrar Secoi	nd Copy to Advisor fo	or Student fil	e Third Copy t	o Student	revised 02/2021 kw