

## Undergraduate Credit by Examination Instructions

1. After discussing credit by exam with the appropriate faculty, complete this application form and email it to the College of Arts and Sciences at [contactcas@bgsu.edu](mailto:contactcas@bgsu.edu).
2. The college will gather appropriate signatures faculty examiner and department chair.
3. After Associate Dean review, the student and the department office will be notified of the status of the application.
4. If the application is approved, it is the student's responsibility to arrange for the examination with the department within the guidelines of the policy.
5. If the application is approved, Registration and Records will provide the department with a grade record sheet to record the results of the examination.

## Credit by Examination

An undergraduate student currently registered for at least two semester hours may gain credit by examination with the approval of the student's dean and the department involved. The minimum registration level must be maintained for the entire semester. The student wishing credit in a course must not have enrolled in the course previously and must present sufficient evidence of prior study or experience. The course cannot be a prerequisite for any course the student has completed. Once approved, the examination must be completed within four weeks of the approval. This option may not be repeated. An \$80 fee is assessed for a credit-by-exam course. Credits by Examination are graded on an "S/U" basis. Further information on procedures is available at the student's college office.

Credit may be earned by attainment of appropriate score levels on selected subject examinations of the College Level Examination Program (CLEP). A student may also receive credit for coursework taken at another institution, in which the final grades were equivalent to "C" or better but which did not transfer because of BGSU policies, by taking a validation examination.

A student in the School of Nursing may validate previous nursing knowledge through transfer credit, testing, certification, or portfolio.

(Taken from the 2022-2023 Undergraduate Catalog)

(<https://www.bgsu.edu/catalog/academic-policies/credit-by-examination.html>)

# Application for Credit By Examination for Undergraduates

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
BGSU ID #

\_\_\_\_\_  
Phone

\_\_\_\_\_  
BGSU email

\_\_\_\_\_  
Student's Major

\_\_\_\_\_  
Student's College

I hereby request to take the following course by examination:

Subject	Catalog#	Course Title	Credit Hours	Term Year
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I understand the following:

- 1 I am currently enrolled for at least two (2) semester hours;
- 2 I will be held to a standard that is equivalent to that expected of the regular class for those who receive a "C" grade;
- 3 The fee for this service is \$80 for each Credit by Examination course. This \$80 fee is **non-refundable**, and will be assessed to my bursar account;
- 4 The examination must be completed within four (4) weeks of the date of approval;
- 5 The examination is not available for a course in which I have previously been enrolled;
- 6 The examination is not available for a course that is a **prerequisite** for any course I have previously completed;
- 7 I cannot repeat the Credit by Examination procedure for the same course;
- 8 Credit by Examination is graded on an S/U basis only.

I submit the following as evidence that I am prepared to take the above course for Credit by Examination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Examiner's Name

\_\_\_\_\_  
Examiner's Signature

\_\_\_\_\_  
Depart Chair/School Director's Name

\_\_\_\_\_  
Depart Chair/School Director's Signature

\_\_\_\_\_  
College Approval