

Cashiers: please stamp receipt here:→  
FOAP: 204020 AACF83 5230 1400

# Office of the Registrar

METROPOLITAN STATE COLLEGE of DENVER



## APPLICATION FOR DEPARTMENTAL CREDIT BY EXAMINATION

**A.**

Name \_\_\_\_\_  
(Last) (First) (Middle) Student I.D. Number \_\_\_\_\_

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

**Check One:** Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_

**B.**

Dept. \_\_\_\_\_ Course No. \_\_\_\_\_ Course Title \_\_\_\_\_ Credits \_\_\_\_\_

Examination to be taken by: \_\_\_\_\_  
(Date)

One course per form.

**C.**

### VERIFICATION AND APPROVAL

The student is responsible for adhering to the following.

The student:

- a) Has no previous collegiate enrollment for a similar course.
- b) Is not within 12 semester hours of graduation.
- c) Has not completed a course for which this course is a prerequisite.
- d) If currently registered for a course for which this course is a prerequisite, the exam will be completed within the first three weeks of the semester.
- e) Will adhere to all other policy stipulations indicated on the back of this form.
- f) Will appeal any exceptions to the Board on Academic Standards Exceptions (BASE) prior to paying the charge for credit by examination and prior to taking the examination.

Instructor Giving the Exam \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean of the School \_\_\_\_\_ Date \_\_\_\_\_

**D.**

EXAMINATION WAS (circle one) PASSED FAILED on \_\_\_\_\_  
(Date)

(A grade equivalent to "A" or "B" must be attained to qualify for "passed".)

Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

INSTRUCTOR: PLEASE NOTE THAT THE CHARGE FOR CREDIT BY EXAMINATION IS DUE PRIOR TO THE COMPLETION OF THE EXAMINATION. Payment is indicated by a receipt stamped on this page. AFTER THE EXAMINATION, PLEASE FORWARD THE COMPLETED FORM TO THE REGISTRAR'S OFFICE, CN 105.

Information Posted \_\_\_\_\_ for \_\_\_\_\_ by \_\_\_\_\_  
Date Semester/Year CRN# Office Staff

## **CREDIT BY EXAMINATION PROCEDURES AND POLICIES**

### **PROCEDURE**

- 1) Obtain and **fill out the Application for Credit by Examination**. Read the policies below. Questions about the policies can be addressed to the Center for Individualized Learning (CN 106, 303-556-8342, <http://www.mscd.edu/academic/cil>).
- 2) **Obtain approval** for the examination from the faculty member administering the examination, the department chair and the Dean of the School where the department is housed (School of Business, School of Letters, Arts and Sciences, or School of Professional Studies.)
- 3) **Pay the credit by examination charge** in the cashier's office. The cashier's office will stamp this form on the reverse side to indicate that the charge has been paid. The charge per credit hour is listed in the class schedule and is equal to ½ the tuition for each credit hour. This charge is based on tuition ONLY, not on tuition and fees per credit hour.
- 4) **Arrange a time** for the examination with the faculty member and **take the examination**.
- 5) **Ask the faculty member to forward the completed Application for Credit by Examination form to the Office of the Registrar, CN105, Box 84.**

### **POLICIES**

A department may grant a student credit for college courses for which the student requests and passes special college examinations. A maximum of 30 semester hours of credit may be awarded through departmental credit by examination. Credit through departmental examination is based on knowledge equivalent to a regular course offered by the College (omnibus-numbered courses are excluded). Permission for departmental credit by examination must be obtained in advance from the instructor giving the examination, the department chair and the appropriate dean.

To earn credit by examination, a student must be currently enrolled in good standing in a degree or certificate program at the College. Credit by examination may not be counted as part of the last 12 credit hours of a degree program unless it is approved by the Board on Academic Standards Exceptions (BASE). Applications for submitting a request to BASE are available in the Office of Academic Affairs, CN 318, (303-556-3907).

If a student has registered for a higher-numbered course in a sequence, the exam for a prerequisite for that higher numbered course must be completed within the first three weeks of the semester. Credit by examination for a course which is a prerequisite for a course already completed will not be granted unless approved by BASE.

Examinations cannot be taken to raise grades, to remove failures, or to remove "NC", "SP", "I", or "CC" notations. Credit by examination is not applicable toward academic residency requirements. (See the MSCD Catalog for specific residency requirements for all degrees.) Credit by examination cannot be obtained for a course in which a student has been enrolled at MSCD or at another regionally accredited college or university. Credit by examination will not be granted for courses attended as a listener, visitor or auditor.

Examinations for credit will be taken at a time specified by the department. A grade equivalent to "A" or "B" must be attained on the examination in order to receive credit, but credits so earned for the course will be recorded without a grade on the student's permanent record and are not considered in computing college grade point averages.

The hours granted for credit by exam are not included as a part of the student's semester enrollment. The credit will appear on the transcript for the semester in which the examination was taken, but the hours do not count as part of the student's total enrollment for the purposes of financial aid or any other purpose predicated on total hours of enrollment for a given semester.

Credit by examination will be posted after a student has completed 8 semester hours of credit at Metropolitan State College of Denver, and after an evaluation of all transfer credit has been completed. The application form will be maintained in the student's file. No record of failures on such examinations will be entered on the student's permanent record. Departmental examinations attempted for course credit under these guidelines may not be repeated.