



Application for Credit by Examination: Overview

Students can use this application to earn academic credit for a particular course by taking an examination through the approval of their academic advisor and the department head of the discipline for a specific course.

Requirements

Only students who are full-time undergraduates are eligible to apply for credit by examination. All students must first consult with their academic advisor to determine if credit by examination is an appropriate option for them. The student must then meet with the department head of the program offering the particular course to determine whether pursuing credit by examination for that course will be allowed and to determine which instructor will agree to proctor the exam.

The student will need to obtain the signature of the instructor. Once the application for Credit by Examination is approved, the student must pay a set fee to the Cashier's Window (Drexel Central - Main Building, Suite 106) before taking the examination. The examination must be taken within 30 days of the approval granted by the department head. Students will receive a grade for the course based on their performance on the examination as recorded by the instructor.

A student may only apply to earn credit by exam on a one-time basis.

Instructions

- You may earn credit by examination in any course approved by both your academic advisor and academic department and the academic department offering the course. Since credit by examination is based on prior study or knowledge, students are not permitted to have previously enrolled in the course.
- Eligibility is limited to full-time undergraduate students who are not on academic probation.
- The privilege of taking an exam is limited to one time.
- The examination must be taken within thirty (30) days of the approval granted by the student's department head.
- The instructor will grade the examination and report the grade to the Office of the University Registrar on this form. The grade will be included in both the student's GPA and cumulative earned credit hours. Students are not permitted to turn in graded forms to the Office of the University Registrar as that action constitutes a conflict of interest.
- The special examination fee must be paid to the Cashier in Drexel Central before the examination is taken.
- Fees paid for Credit by Examination are not subject to tuition credit and cannot be refunded.



Application for Credit by Examination

First Name _____ Last Name _____
 University ID _____ Drexel Email _____
 Major _____ Current GPA _____
 Term: _____ Fall _____ Winter _____ Spring _____ Summer

Course Information for Request

Subject _____ Course Number _____ Course Title _____
 Amount of Fee \$ _____ Paid On _____
 Cashier's Stamp:

By signing below, I certify that I have read the terms and conditions listed above regarding requesting Credit by Examination.

Student Signature _____ Date _____

Approving Officials

Academic Advisor Signature _____ Date _____
 Department Head Offering Course Signature _____ Date _____
 Instructor Signature _____ Date _____
 Student's Exam Grade _____
 Date Received by University Registrar _____ Date Processed _____