SPECIAL EXAMINATION FOR CREDIT

Students seeking academic credit through a Special Examination may do so upon recommendation and administration from the relevant department or school and recorded by the University Registrar's Office.

Only courses specifically designated by the department or school are eligible for credit by special examination. The department or school will administer a written examination, unless proficiency can be demonstrated in an alternative format. A nonrefundable fee is required.

Examinations must be completed before the final semester to the fulfillment of degree requirements. Students are not permitted to be examined on material for which high school credit was previously awarded, and transfer students may not use this process to exceed the maximum allowable transfer hours. Credit will not be awarded for prerequisites to courses in which the student has already received credit. Examinations are not permitted for courses taken on an audit basis.

A maximum of 12 semester hours may be earned toward graduation through this procedure. Credits obtained by special examination cannot be applied toward residency requirements.

Students must consult with their faculty advisor and the head of the department or school in advance and submit evidence of exam preparation. Faculty should assist students in developing reading lists and other source materials.

Examination results must be submitted to the University Registrar's Office via the designated workflow process prior to the first day of the next registration period. Credit, but not grade points, will be awarded for performance at or above the level of C.