

**CREDIT BY EXAMINATION FORM**

**- Procedures on Following Page -**

**I. THIS SECTION IS TO BE COMPLETED BY STUDENT.**

Student Name:

Student ID:

Student's Major Department:

Examining Department:

Course number:

Course Title:

**II. THIS SECTION IS TO BE COMPLETED BY CHAIRPERSON OF DEPARTMENT OFFERING THE COURSE.**

I approve this request for Credit by Examination and assign the following instructor to conduct the examination:

Name of assigned instructor:

Name of department chairperson:

Signature of department chairperson: \_\_\_\_\_

**III. THIS SECTION IS TO BE COMPLETED BY THE OFFICE OF STUDENT ACCOUNTS.**

Payment for the examination has been received.

Signature: \_\_\_\_\_

**IV. THIS SECTION IS TO BE COMPLETED BY THE ASSIGNED INSTRUCTOR.**

The above student has (select one):            PASSED            NOT PASSED

Number of units to be awarded is:

Signature of instructor: \_\_\_\_\_

Date of Examination:

**V. THIS SECTION IS TO BE COMPLETED BY THE OFFICE OF ACADEMIC AFFAIRS.**

The above student should be awarded:            units by examination in the course indicated.

Amount of Instructor's compensation:

Chart of Accounts: TCNJ-600000-101640-0000-100-0000-0000-0000-0000

Provost's Signature: \_\_\_\_\_

Date:

Copies: Payroll (original); Dean; Records and Registration; Student Accounts; Chair of Examining Department; Chair of Student's Major Department; Instructor

### **Procedures for Credit by Examination**

(Use one copy of the form for each course for which credit is sought)

1. Student completes form and meets with the Chairperson of the department offering the course. The Chairperson determines if credit by examination is appropriate. If appropriate, the Chairperson assigns the student to an instructor and signs the form.
2. Student proceeds to the Office of Student Accounts to make payment for the examination and have the form stamped PAID.
3. Student brings the form to the assigned instructor. After the instructor has graded the completed examination, the instructor signs the form indicating passed or not passed, as well as the date of the examination. The instructor then sends the form to the Office of Academic Affairs.
4. The form is signed in the Office of Academic Affairs, indicating the number of units to be awarded to the student and the amount of compensation to the instructor. The Office of Academic Affairs sends copies of the completed form to Records and Registration, Chairperson of the Examining Department, Chairperson of the Student's Major Department, Dean, Student Accounts, Payroll Office, and Instructor.