

## CREDIT BY EXAMINATION

**POLICY:** Credit by examination is available for selected bachelor and master-level courses under certain circumstances. The opportunity to take an examination for credit must be approved by a student's Department Chair. To have a course considered for credit by examination, a student must:

1. Complete this form in its entirety and attach evidence of knowledge of the course learning outcomes to support the request, e.g. relevant work experience.
2. Submit the completed form and supporting documentation to the Department Chair.

If the request is approved, the student must pay the associated fee. A denied request for credit by examination cannot be appealed. Refer to the The Chicago School Student Handbook for more information.

### STUDENT INSTRUCTIONS

1. Complete this form, sign it, and submit it to your Department Chair along with proof of your knowledge of the course learning outcomes, e.g. a detailed description of your relevant work experience.
2. If your request is approved, the Department Chair will arrange for the examination.

**STUDENT NAME:** \_\_\_\_\_ **STUDENT ID#:** \_\_\_\_\_

**SCHOOL E-MAIL:** \_\_\_\_\_ **PHONE#:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**TERM/SEMESTER & YEAR:** \_\_\_\_\_ **DEGREE LEVEL:** \_\_\_\_\_ **PROGRAM:** \_\_\_\_\_

I wish to apply for Credit by Examination for the following course:

Course Code	Course Title	Credit Hours	Course Type
			<input type="checkbox"/> Core <input type="checkbox"/> Elective

If I pass the examination, I expect to receive \_\_\_\_\_ credit hours during:  Fall  Spring  Summer     Term I  Term II 20\_\_\_\_

Reasons for requesting credit by examination, e.g. coursework completed at another institution, relevant professional experience. Supporting documentation is required.

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DEPARTMENT CHAIR: Determine eligibility and, if approved, create, administer, and evaluate the examination.**

Student has not complete requested course:  Yes  No                      Student is currently enrolled in requested course:  Yes  No

If exam is passed, Maximum Total Transfer and Nontraditional Credit Hours (bachelor) or Total Combined Credit Hours (master) will not be exceeded.  Yes  No  
 (See the Maximum Total Transfer and Nontraditional Credit Hours (bachelor) or Credit Hour Limits (master).

Comments:

Request for credit by examination is:  Approved  Denied

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACADEMIC DEPARTMENT: Complete this section and submit this form to [tcspregistrar@thechicagoschool.edu](mailto:tcspregistrar@thechicagoschool.edu).**

Date of Examination: \_\_\_\_\_ Percentage Earned: \_\_\_\_\_  Bachelor-Level Course  Master-Level Course

Grading Criteria: Minimum 75% required to pass for bachelor-level course. Minimum 80% required to pass for master-level course.

Result:  Pass  Fail

Comments:

Faculty/Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only - Office of the Registrar**

Date Received: \_\_\_\_\_ Processed by: \_\_\_\_\_  Bachelor-Level Course  Master-Level Course                      Credit Hours Earned: \_\_\_\_\_

Student Notified on: \_\_\_\_\_

**For Office Use Only - Student Accounts**

Date Received: \_\_\_\_\_ Processed by: \_\_\_\_\_ Total Fee Charged: \_\_\_\_\_