



# CREDIT BY EXAMINATION

Return to:  
Registrar's Office  
1025 North Broadway  
Milwaukee, WI 53202-3109

Phone: (414) 277-7215  
Fax: (414) 277-6914

## Credit by Examination

Credit by Examination is available upon recommendation of the appropriate department chairperson. The student must have completed approximately 80 percent of the course material in a classroom setting, or 60 percent of the course material plus have appropriate work experience in the same content area. Exams are not given on the basis of work experience alone. An exam can be taken only once. Students must take the exam within one year of initial enrollment at MSOE. Credits earned by exam are not considered credits earned in residence at MSOE.

Typically, students who meet the below criteria are not eligible for Credit by Examination unless the student has taken additional course work or has had additional work experience that relates to the course content:

- The student has dropped or failed the class at MSOE.
- The student has earned a non-transferable grade less than a "C" in an equivalent course at another university.
- The student earned a score less than what MSOE accepts on an Advanced Placement or International Baccalaureate exam.

Procedures for requesting advanced credit:

- 1) The student must contact the department chairperson in the area in which he or she would like to take an examination to

determine if the student has sufficient background to be eligible for an exam of this nature. If possible, the student should provide any available documentation of course work completed in this content area to the chairperson at this time (transcripts, course description, syllabi, etc).

- 2) The department chairperson is responsible for selecting the instructor who will administer the exam.
- 3) The instructor should review the course outline and the general content of the examination with the student in advance of the examination date.
- 4) The non-refundable exam fee must be paid to the Student Accounts Office prior to taking the examination. The Student Accounts Office will then sign the appropriate section of this form indicating that the fee has been paid.
- 5) Once the exam is completed, the instructor will complete this form with the appropriate grade and submit it to the department chairperson within seven days after student takes the exam. The final grade must be 77 or above for credit to be awarded.
- 6) The department chairperson will complete the form and forward it to the registrar for processing.

### Section to be completed by student

Name \_\_\_\_\_ Student number \_\_\_\_\_

I am requesting that I be able to take credit by examination for the course \_\_\_\_\_, which I did not receive credit for when I entered MSOE. I have attached a supporting letter confirming background in course subject matter.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

### Section to be completed by department chairperson

Instructor who will administer examination \_\_\_\_\_

Chairperson's signature \_\_\_\_\_ Date \_\_\_\_\_

### Section to be completed by Student Accounts Office

This student has paid the exam fee and should be allowed to take the examination.

Student Accounts signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM SHOULD NOW BE GIVEN DIRECTLY TO THE INSTRUCTOR WHO WILL ADMINISTER THE EXAMINATION.**

**Section to be completed by instructor administering the examination**

\_\_\_\_\_ has just completed the examination for the course  
\_\_\_\_\_ and received a grade of \_\_\_\_\_ (must be 77 or above),  
and  should  should not be awarded advanced credit for the course.

The examination should be sent to the Registrar's Office to be kept on file.

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_

Department chairperson approval \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM SHOULD NOW BE FORWARDED TO THE REGISTRAR'S OFFICE**

**Section to be completed by the Registrar**

\_\_\_\_\_ should be paid for administering this examination for  
Instructor \_\_\_\_\_

\_\_\_\_\_  
(Course)

Registrar's signature \_\_\_\_\_ Date \_\_\_\_\_