CREDIT BY EXAMINATION (RECOMMENDATION AND APPROVAL)

Examination must be administered to a currently enrolled student **within the first eight weeks** of the semester.

Instructions:

1. Student obtains form available at https://www.ship.edu/registrar/registrar_office_forms/, completes Items A and B, and submits form to Chairperson of examining department.
2. Chairperson completes items C-G. Signature of Chairperson represents department certification that student is sufficiently qualified and that an appropriate examination can be given. Chairperson sends form to College Dean for approval.
3. Signature of College Dean (Item H) authorizes department to administer examination. College Dean sends form to student's dean.
4. Signature of student's Dean (Item I) is authorization for student to be tested. Dean's office notifies student that form is ready to pick up.
5. Student takes form to Student Accounts and pays the **$80.00** examination fee.
6. Student Accounts certifies payment of **$80.00** examination fee (Item J and K).

EXAMINATION IS NOT TO BE ADMINISTERED UNTIL ITEMS A-K HAVE BEEN COMPLETED.

7. Student takes completed form to academic department to sit for exam. Faculty member administers exam and assigns grade (Items L and M). Form is then forwarded by the faculty member to Registrar's Office for recording.

* It is the responsibility of the student to drop or withdraw from any course being completed via the Credit by Exam option. The date of the drop or withdraw will be the date the student initiates the drop or withdraw.

*If you earn a grade of D or higher on the examination, you will receive full credit toward meeting graduation requirements. However, if your program requires a minimum grade of C or higher, you must complete the course at SU to fulfill that requirement or repeat the exam (no more than 3 times total).

Student Name-Last, First Middle (A)	S.U. ID Number (B)

Examination for:

Department (C)	Course # (D)	Course Title (E)	# of Credits (F)

Signatures:

Department Chairperson (G)	Chairperson's Dean (H)	Student's Dean (I)

Signature-Student Accounts (J) Date	Amount Received (K)

Signature-Instructor Grading Exam (L) Date	Grade Assigned (M)

THIS GRADE WILL BECOME PART OF STUDENT'S ACADEMIC RECORD.

REV. 1/12/2026