



APPLICATION FOR CREDIT - Challenge Examination

Instructions:

- 1. Complete this form in conjunction with the department offering credit.
2. Pay appropriate fees (see policy below) at the Cashiers Office.
3. Take form with payment validation stamp to department.
4. Department submits completed form to the Records Office
For any questions or concerns, please contact the Registrar's Solution Center at 801-626-6100.

Student Information

Form with fields: Last Name, First Name, MI, W-number, E-mail

Course Information-

Table with columns: Semester/Year, Subject, Title, Cr. Hrs, Credit, No Credit, Exam Fee, Recording Fee. Includes a \$10 per course fee note.

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

Date: \_\_\_\_\_

Examiner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dept Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Detail Code for Exam Fee: \_\_\_\_\_

Description: Special Exam

Detail Code for Recording Fee: M403

Payment Validation Stamp box

Department Stamp box

CREDIT BY EXAMINATION POLICY

Credit by examination will be awarded with the following stipulations:

- A. A student must either be officially registered or have an established WSU transcript at the time the request for credit or examination is made.
B. Credit is not awarded if duplicated by previous examinations, petition or course work for which a student received a grade (A-E, I, T, W, UW, CR/NC).
C. This credit is not considered part of the residence requirement.
D. This credit, although graded on a credit/no credit basis, may be used to satisfy major, minor, and general education requirements.
E. Credit by special examination may be awarded at the discretion of academic departments according to the following guidelines.

CREDIT BY EXAMINATION FEE POLICY

The fee for credit by examination is \$25 per credit hour plus a \$10 recording fee for the course being challenged by the examination. If the successful completion of the examination for one course leads to the granting of credit for an additional course or courses, then a \$10 fee is charged for each additional course for which credit is granted, regardless of the number of credit hours. Thus, the fee for a 1 credit hour course is \$35, the fee for a two credit hour course is \$60, and so on.

If successful completion of the examination for a 3 credit hour course leads to the transcribing of credits from additional courses, the fee is \$85 plus \$10 for each additional course transcribed, regardless of the credit hours of the additional course or courses. [Additional examples: A student taking a foreign language test (worth 12 total hrs) would pay \$100 for the first course (\$25 per credit hr for 4 credits), plus a \$10 recording fee, plus \$20 for the other two courses for a total of \$130. Another student with foreign language experience enrolling during a regular semester for an upper division course would, upon passing the course, receive 16 additional hours (four 4-hr classes) of language credit. Since this student has already paid tuition on the upper division course, they would pay \$40 (\$10 for each additional course), and a \$10 recording fee for a total of \$50].