

## APPLICATION FOR CREDIT – Special Examination

**Instructions:**

1. Complete this form in conjunction with the department offering credit. Signatures are required on all pages.
  2. The student pays the appropriate fees at the Cashier's Office and obtains the payment stamp, or receipt number if paying via telephone.
  3. The department submits the completed form to the Records Office. (Forms submitted by students will not be accepted.)
- Please contact the Registrar's Solution Center at 801-626-6100 with any questions or concerns.

**Student Information**

Last Name:	First Name:	W-number:
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**PPM 4-21a – Student Eligibility Criteria** (Please note policy items A and B below.)

Student is registered for classes or has completed WSU coursework? Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Course Information**

Subject/Course #	Course Title	Cr. Hrs.	Credit Awarded	No Credit Awarded	Exam Fee	Recording Fee (\$10 / course)
<b>Total</b>						

Dept. Chair Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Department Stamp**

**Cashier's Office Payment Information**

Description: **Department Exam Fee**, Detail Code: \_\_\_\_\_, Amount: \_\_\_\_\_

Description: **Special Examination Recording Fee**, Detail Code: **M403**, Amount: \_\_\_\_\_

**Cashier's Office Stamp**

  
  
  

(or ask for and include **Receipt Number**, if paying Cashier's Office over the phone at 801-626-8006)

**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 standard examination (i.e. CLEP, AP) is awarded at the discretion of the appropriate department and according to departmentally approved guidelines.
- F. Credit by special examination may be awarded at the discretion of academic departments according to PPM 4-21a 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].

**FOR RECORDS OFFICE USE ONLY**

Approved  Denied, Reason: \_\_\_\_\_

Received Date: \_\_\_\_\_ Processed By: \_\_\_\_\_ Date: \_\_\_\_\_