



- In exceptional circumstances, students may attempt to establish academic credit through a Special Examination upon the recommendation of the department or school and under the supervision of the University Registrar.
- Only those courses that are designated by the department or school may be credited by special examination. The department or school shall administer a written examination, except in cases where mastery of techniques may be demonstrated in other formats. Applications for the exam shall be made to the University Registrar with the written permission of the head of the department or school. A non-refundable fee will be charged, and is payable in the Cashiers and Student Accounts Office.
- Examinations must be taken before the last semester or 12-week summer session preceding the completion of the student's degree requirements. Students may not be tested in material for which they received high school credit, and transfer students may not extend the number of hours allowed in transfer by this method. Credit will not be given for a prerequisite to a course for which the student has already received credit. No examination may be given in a course for which the student has registered for audit.
- No more than 12 semester hours may be earned toward graduation by this procedure. The School of Nursing has a special exemption to present 30 semester hours by the Special Examination Program (see School of Nursing). Credits earned in this manner may not be used to fulfill residency requirements.
- A student must consult in advance with the faculty advisor and with the head of the department or school concerned and file evidence of having prepared for the exam. Assistance should be given to the student in developing reading lists and other source material.
- Results of all examinations shall be reported to the Registrar before the first day of the next registration period. Credit, but no grade points, will be granted when the level of performance is C or better.

**STEP 1**—To be completed by the Student

Full Legal Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
*Last First Middle*

E-Spartan E-mail Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Department/Major/Concentration: \_\_\_\_\_

Classification:  FR  SO  JR  SR  GR \_\_\_\_\_  
*Student Signature Date*

**STEP 2**—To be completed by the Dean or Department Head and returned to the Student

Course: \_\_\_\_\_  
*Dept. & Number (e.g., ENG 101) Course Title Sem. Hrs.*

Date of Examination: \_\_\_\_\_  
*Dean/Department Head Signature Date*

**STEP 3**—To be performed by the Student

- Pay the fee for each special exam at the Cashiers and Student Accounts Office, attach a copy of the receipt to this form, and submit it to the University Registrar's Office. YOU WILL RECEIVE CREDIT IF YOU EARN A C OR BETTER—QUALITY POINTS ARE NOT AWARDED FOR THIS GRADE.

**STEP 4**—To be completed by URO Records Services and forwarded to the Dean or Department Head

Fee receipt attached?:  No  Yes

Student has prior credit for special exams?:  No  Yes: \_\_\_\_\_  
*Hrs. URO Authorization Signature Date*

**STEP 5**—To be performed and completed by the Dean or Department Head and returned to URO Records Services

- Administer the examination, record the results below, and return this form to Records Services, University Registrar's Office.

Examination Grade (e.g., A, B, C): \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_  
*Dean/Department Head Signature Date*

<b>URO OFFICE USE ONLY</b>	Received By: _____	Date: _____	Entered By: _____	Date: _____