



## Credit by Examination

CASHIER'S USE	
Processed by:	_____
Date:	_____
Receipt #:	_____

### Credit by Examination:

Students accumulate a great deal of information outside the classroom without formal instruction or from previous academic instruction or occupational instruction. This background may be extensive enough to satisfy the requirements of courses offered by the College and can be challenged through examinations (**Credit by Examination is at the discretion of the department**).

Students who wish to challenge courses under the Credit by Examination provision must pay a nonrefundable fee of \$25.00 for each course challenged. Policies of the College relating to challenge exams are as follows:

- Only currently enrolled students are eligible to take challenge exams.
- No more than 15 credits required for a degree may be obtained through challenges.
- Courses cannot be challenged if a student has taken an advanced course in the same area.
- Challenge examinations are not considered resident credit for graduation purposes.
- Challenge examination credit does not count as part of a student's credit load for any given semester nor are they computed into the grade point average.
- A student may not retake a challenge.
- Challenge examinations are not transferable and in many cases will not count for licensing agencies.
- Successful challenge examinations are posted as a TP grade (Pass) on the student's transcript.
- Students must complete the challenge during the same semester in which the request was made.

**The College of Southern Nevada reserves the right to deny any petition for credit by examination.**

### Credit by Examination Directions:

1. Student must contact department to determine if a Credit by Examination is offered for the course/es they would like to challenge.
2. If department agrees to provide exam, student must complete Credit by Examination form.
3. Student must take form to the Cashier's Office and make \$25.00 per course non-refundable payment.
4. Student must take the completed form to department and follow department's instructions to take exam.
5. Department will determine the score on exam and notify student of results.
6. Department submits Credit by Examination form to the Office of the Registrar at sort code CYE114.
7. The Office of the Registrar notates the results on student's records.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Student ID (NSHE ID) #: \_\_\_\_\_ Email Address: \_\_\_\_\_

OFFICIAL USE ONLY			
_____	_____	_____	_____
Instructor Signature	_____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____
Department Chair Signature	_____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____
Recorder	_____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____