

**BENJAMIN M. STATLER COLLEGE OF ENGINEERING AND MINERAL RESOURCES
APPLICATION FOR CREDIT BY EXAMINATION**

Credit by examination provides students the opportunity to receive credit in courses by demonstrating that they have acquired sufficient knowledge of a subject without formal enrollment in a course or study in the classroom. This opportunity is offered only to students enrolled full- or part-time at the WVU Morgantown campus. The initiation of a credit-by-examination request does not entitle a student to special in-class instruction or tutoring by an instructor.

Name: _____ Student ID: _____
Major: _____ Expected Date of Graduation: _____

Course Name and Number (one course per form):	
Examination Date:	
Examination Time	
Place of Examination:	
Name of Exam Proctor:	

Please answer the following questions:

- YES NO Have you attempted this course by examination previously? (If "YES", you are not eligible to take the examination)
- YES NO Have you completed a graded attempt of this course with a grade (A, B, C, D, F or I)? (If "YES", you are not eligible to take the examination)
- YES NO Have you withdrawn from this course within the last two academic terms (fall, spring, or summer)? (If "YES", you are not eligible to take the examination)

The NON-REFUNDABLE FEE of \$50.00 is to be billed to your student account. You must pay the fee before you take the exam.

I HAVE READ AND UNDERSTOOD THE POLICIES AND PROCEDURES ON CREDIT BY EXAMINATION AND
VERIFY THAT THE INFORMATION STATED ABOVE IS ACCURATE.

Student's Signature _____ Date: _____

Endorsement of Department (Approval for exam date, time, location, and course):

Instructor Signature _____ Date: _____

Proctor Signature* _____ Date: _____
(if different from instructor)

Dept Chairperson's Signature _____ Date: _____

Once the above information has been completed the form must be submitted to Staler Student Services in 340 Mineral Resources Building for review **at least one week prior** to the requested exam date.

Form will be submitted to the instructors on the exam date so the result can be recorded below.

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Instructor, please check the result, sign, and resubmit back to Student Services for processing:

- The above student HAS SATISFACTORILY PASSED an examination in the course named.
- The above student HAS NOT PASSED.

Instructors' Signature _____ Date: _____