ENROLLED GRADUATE
APPLICATION FOR CREDIT BY EXAMINATION

Student Name _____ Student ID # _____ E-mail _____

Mailing Address _____ City _____ State _____ Zip _____

Credit by examination is an option available in some graduate programs. To earn credit by examination, you must obtain all signatures listed below in the order they are listed. Give this form, signed by the Academic Unit Head and the Cashier, to the instructor at the time you take the examination. Should credit be awarded, you will receive a copy of your updated transcript. A maximum of 9 credit hours can be earned through credit by examination or transfer from institutions other than JMU, with no more than 9 credit hours earned by a combination of exam or transfer.

Adviser Name (please print) _____ Adviser Signature _____ Date _____

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FEE PAYMENT: UNIVERSITY BUSINESS OFFICE, WARREN HALL 302

Payment of the credit by examination fee is nonrefundable and applies to the course listed below. The cost for the exam is $50 per credit hour attempted.

UBO Representative Name (please print) _____ UBO Representative Signature _____ Date _____

* * * * * * * * * * * * *

DEPARTMENT APPROVAL TO TAKE EXAMINATION:

Arrangements have been approved for the above student to take an examination to earn credit for:

Course Subj. and No. _____ Course Title _____ Credit Hours _____

Academic Unit Head Name (please print) _____ Academic Unit Head Signature _____ Date _____

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AWARD FOR CREDIT:

☐ 1. The above student has successfully passed the above examination and should be awarded credit.

☐ 2. The above student has **not** passed the above examination and should **not** be awarded credit. (If this box is checked, do not forward to the Office of the Registrar.)

Instructor Name (please print) _____ Instructor Signature _____ Date _____

Academic Unit Head Name (please print) _____ Academic Unit Head Signature _____ Date _____

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If test credits are awarded, please forward to: Office of the Registrar
Student Success Center
738 South Mason Street, MSC 3528
Harrisonburg, VA 22807

Entered by: _____

Date: _____