Northwest Nazarene University
PETITION FOR CREDIT BY EXAMINATION

Policy: CREDIT BY LOCAL EXAMINATION Credit by examination may be desirable for students who have had prior experience with the subject matter of a course offered at NNU. The student petitions for credit by examination when he/she decides, in conference with the professor for the course, that it is advisable. This is to be done prior to and instead of registering for the course. Credit by examination is only allowed in exceptional cases. Credit by examination is not counted as part of the student's academic load for a term. **Credit by examination is not normally permitted the term of graduation.**

Fee for Credit by Exam: $100 per exam plus $330 per credit

INSTRUCTIONS TO THE STUDENT: Complete this form, secure signatures of the professor who will be preparing the exam and of the department chair. Return all copies of the signed form to the Office of the Registrar.

Student:_____ ID_____ Date: _____

Contact Address Required:_____

Term:_____ Classification:_____ Major: _____

CREDIT BY EXAMINATION is being requested for the following course:

_____

(Course Number) (Course Title) (Credits) (School Sem/Year)

Please indicate the principal reason for requesting Credit by Examination.

_____

_____

_____

PROFESSOR PREPARING/PROCTORING EXAMINATION:

Type of examination to be given: ( ) Standardized Achievement Test
( ) Approved local examination

Type of grade to be given: ( ) Pass/Fail
( ) Letter Grade

Date examination will be taken: _____

Signature of Professor: _____ **Date:** _____

RECOMMENDATION OF DEPARTMENT CHAIR:

( ) Approval
( ) Disapproval

Signature of Department Chair: _____ **Date:** _____

FOR OFFICE USE ONLY:

Number of previous non-classroom credits_____ CUM GPA_____
Action of the Registrar: ( ) Approved ( ) Disapproved

Signature: _____ **Date:** _____

Notification of Action: ( ) Registrar ( ) Advisor ( ) Instructor ( ) Student (s:\forms\credit by exam rev 11/09)