

**UNDERGRADUATE CREDIT BY EXAMINATION**

(see policy on reverse side)

Note: Contact the Academic Department before completing this form

OFFICE OF RECORDS AND REGISTRATION

St. Cloud State University

St. Cloud Minnesota 56301

**I. TO BE COMPLETED BY STUDENT:**

SCSU I.D.

A. Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print) LAST First Middle

Local Address: \_\_\_\_\_

\_\_\_\_\_ City State Zip SCSU Email Address

**B. Course proposed for credit. Assessment and assignment of credit occur only in the current academic term and may not be retroactive.**

\_\_\_\_\_ Dept. \_\_\_\_\_ Course No. \_\_\_\_\_ Course Title \_\_\_\_\_ Credits

C. Experience in this subject area: \_\_\_\_\_  
\_\_\_\_\_

**II. OFFICE USE ONLY:**

A. Office of Records and Registration - AS 118.

Number of credits completed at SCSU (minimum of 15) \_\_\_\_\_.

Number of non-course credits completed (maximum of 30) \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Office of Records and Registration)

B. Academic Department (see policy on reverse side):

\_\_\_\_\_ Faculty Member administering examination

\_\_\_\_\_ Date \_\_\_\_\_  
Approved by Department Chairperson

Examination to be administered and grade recorded during \_\_\_\_\_ Term \_\_\_\_\_ Year

**III. TO BE COMPLETED BY EXAMINER:**

Test results were: Satisfactory  Unsatisfactory  Credits Earned \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date \_\_\_\_\_

**IV. RETURN COMPLETED FORM TO THE OFFICE OF RECORDS AND REGISTRATION - AS 118.**

Office Use Only: Credits Awarded \_\_\_\_\_ (Date) \_\_\_\_\_ Signature, Records and Registration

**Policy for  
Assessment of Prior Learning or Credit by Examination**

An undergraduate student may earn a maximum of 30 semester credits through assessment of prior learning or credit by examination. To be eligible, an admitted student must have completed at least 15 credits at St. Cloud State University. A student can be assessed/examined only once for a particular course. The department, through democratic procedures, is the final authority for determining whether assessment of prior learning or credit examination is appropriate for any of its courses.

Credit by Examination may be requested in any course; however, departments may determine if credit by examination is appropriate for any of its courses. The final authority for determining whether an eligible student may take a course by examination rests with the department chairperson involved. Students will be charged one-third the cost of a regular credit for each credit awarded.

Assessment of Prior Learning is a means of granting academic credit for learning such as that gained through life experiences including employment, volunteer work or personal experience with a clear relationship to a specific course or courses offered by the university. The content of the prior learning need not be identical to the content of the course, but the student should be prepared to demonstrate that he/she has met the same learning goals. The final authority for determining whether a student may earn credit by assessment of prior learning rests with the chair of the department involved. Students will be charged one-third the cost of a regular credit for each credit at the time the assessment is requested.

Please note that credits successfully awarded through Credit by Examination or Assessment of Prior Learning will:

- count toward residency requirements.
- be graded on a satisfactory/unsatisfactory basis. Only satisfactory grades are entered on the student's permanent record.
- be applied to general education, a major or a minor, or to university electives as appropriate.

Application forms are available in the Office of Records and Registration, 118 Administrative Services Bldg, 720 Fourth Avenue South, St Cloud, MN 56301-4498.