

OFFICE OF RECORDS AND REGISTRATION  
ST. CLOUD STATE UNIVERSITY, AS 118  
720 4th AVENUE SOUTH  
ST. CLOUD, MINNESOTA 56301-4498  
PHONE: (320)308-2111 FAX: (320)308-2059  
Email: registrar@stcloudstate.edu

**UNDERGRADUATE  
CREDIT BY EXAMINATION**  
(see policy on reverse side)

**Note: Contact the Academic Department before completing this form**

**PART A: TO BE COMPLETED BY STUDENT**

Date \_\_\_\_\_  
Month Day Year

Name \_\_\_\_\_ SCSU ID \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_@stcloudstate.edu

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

Department	Course No.	Course Title	Credits

Experience in this subject area:

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**I. 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

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

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

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

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

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

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

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

## **Credit by Examination**

A student may earn a maximum of 30 semester hours of credit by examination. Entering freshman students are eligible to take examinations for credit if they have a “B” average in high school in the area to be examined and for all high school work. Requests for exceptions will be considered when test scores or other evidence suggests greater ability than the high school record indicates.

All other students who meet the qualifications listed below may apply to take credit examinations:

The student must have a “B” average for all university work taken in the subject area of the examination.

A student should have a “C” average for all university work taken at St. Cloud State University. A student must have completed at least one semester and at least 15 credits in order to apply to take credit examinations.

Students may not take examinations at a level below that of courses already taken in an area. For example, a student who has completed a 200-level course in a specific subject area may not take an examination for credit in a 100-level course in the same area without the special approval of the dean. Exceptions may be made in the case of transfer students who, in the judgment of the chairperson of the department involved, have not had previous opportunity to cover the material in the 100-level course.

Students having completed 75 or more semester hours may not receive credit by examination in courses at the 100-level or 200-level. Departments may recommend exceptions to this policy.

A student may not take an examination in a course more than once.

Credit received by examination counts toward residence, general education, major and minor requirements. Examinations are graded on a satisfactory/unsatisfactory basis. Only “satisfactory” grades are entered on the student’s permanent record.

Examinations for credit may be requested in any course. The final authority for determining whether a student may take a course by examination rests with the department chairperson involved.

Students are not required to take the examination in the same semester in which they apply. For example, students are encouraged to apply in the spring semester for examinations to be taken in the fall, thus permitting the use of summer for reading and preparation.

Application forms are available in the Office of Records and Registration, 118 Administrative Services Bldg., 720 Fourth Avenue South, St. Cloud, MN 56301-4498. Cost of credit-by-examination is one-third the cost of a student’s tuition rate per credit.