THE UNIVERSITY OF MEMPHIS
APPLICATION FOR UNDERGRADUATE CREDIT BY EXAMINATION
A 2.000 GPA IS REQUIRED AT THE TIME OF APPLICATION

I. NAME ____________________________________________________ STUDENT ID NO. __________________
    Last                         First                     Middle

DATE_____________   ADDRESS________________________________________________________________
    Street                                 City                            State          ZIP

MAJOR_________________________________    INITIAL TERM OF ENROLLMENT ____________________
    (Semester - Year)

Permission is requested to take an examination for credit in the course(s) listed below:

1) _____________   _______________  ___________________________________________  ________________
    SUBJ AREA      COURSE NUMBER                              COURSE TITLE                                 SEM HRS CREDIT
    (as appears in current catalog)

2) _____________   __________________  __________________________________________   ________________
    SUBJ AREA      COURSE NUMBER                              COURSE TITLE                                 SEM HRS CREDIT

Use additional form if more than two courses.

II. CERTIFICATION OF ELIGIBILITY:  003 Wilder Tower

□ Student has 2.000 GPA or better.
□ Student’s record does not reflect having taken course previously.

Office of the Registrar                                  Date

III. PERMISSION GRANTED: ____________________________________________   ________________________
    Student’s Advisor                                                                   Date

PERMISSION GRANTED: ____________________________________________   ________________________
    Chair of the Department of the Course                                   Date

IV. COST:  $60 minimum per course, plus $15 per credit hour in excess of three (3) per course.  Student should retain
    receipt and present it at the time of the examination.

CALCULATION:  ____________  x $60.00  +  _______________________________  x  $15.00  = $__________
    No. of Courses                      No. of hours in excess of 3 per course                            Total Due
    Date ____________  Receipt No. ______________   Amount $____________

V. CERTIFICATION OF CREDIT BY EXAMINATION:

Note: This form and the original payment receipt must be presented prior to the taking of the examination.
    Department is responsible for recording receipt number and amount paid in Section IV above.

This is to certify that the student listed above has successfully completed the prescribed examination for
    ____________________________ on _____________
    Subject Area          Course Numbers(s)                                  Course Title(s)                                    Date

with a grade of “C” or better. The student is recommended to receive credit for a total of _________ semester hours.

_________________________________________  _________________
    Department Chair                                         Date

NOTE: The Department Chair should return this form to the Office of Admissions, Applicant Services, 101 Wilder Tower,
    Fax No. 3053, after the examination is completed.  (See reverse for procedures.)
PROCEDURES FOR PROCESSING THE CREDIT BY EXAMINATION FORM:

1. The student obtains the Credit by Examination form from the Office of the Registrar, 003 Wilder Tower or from the Registrar’s Student Forms web page (www.memphis.edu/registrar/forms/student.php). The Office of the Registrar certifies in Section II that the student is eligible to take the examination.

2. The student obtains the signatures of the Advisor and the Chair of the Department of the course in Section III.

3. The student takes the form to the Bursar’s Office, 115 Wilder Tower and makes payment of $60.00 per course, plus $15.00 per credit hour in excess of three (3) per course. Fees must be paid prior to the examination and are non-refundable.

4. The student presents the Credit by Examination form with Sections I – III completed and the original payment receipt to the department prior to the taking of the examination. The department records the receipt number and payment amount in Section IV of the form prior to administering the examination.

PROCEDURES FOR PROCESSING THE RECOMMENDATION FOR CREDIT TO BE GRANTED:

1. Upon satisfactory completion of the prescribed examination, the Certification section of the application (Section V) is to be completed by the department chair.

2. The department chair then returns the completed form to the Office of Admissions, Applicant Services, 101 Wilder Tower, Fax No. 3053.

3. A notice of the credit granted is forwarded to the student.

THE FOLLOWING REGULATIONS GOVERN THE GRANTING OF CREDIT BY EXAMINATION:

1. Any enrolled/admitted student who has a 2.000 GPA (combined college level and remedial/developmental courses GPA) may make application to take an examination for credit. A student who has been admitted, but has not yet enrolled for courses at The University of Memphis, will have the credit earned by examination posted after enrollment.

2. Credit by examination cannot be earned if the course has already been taken for credit.

3. After the Office of the Registrar certifies the student is eligible to take the examination per the requirements above, permission to take credit by examination must be obtained from the chair of the department in which credit is sought.

4. The form of the examination, the method of administration, and the time of the examination are left to the discretion of colleges and departments.

5. To receive credit, the student’s examination grade should be a grade equivalent to at least a “C”.

6. There are no restrictions governing the number of credit hours, which may be earned through credit by examination. Credit is indicated on the student’s record with the grade of “S” - Satisfactory.