



Seattle Pacific UNIVERSITY

Student Academic Services

Credit by Exam

STUDENT INFORMATION

Name: _____
Last First Middle

Social Security # or SPU ID #: _____ Quarter and Year of Request: _____

COURSE INFORMATION

Subject Code: _____ Course Number: _____ Credits: _____

Title: _____

Instructor: _____

REQUIRED SIGNATURES

Student: _____ Date: _____
Your signature means that you have read policies and meet criteria on the second page of form

Instructor: _____ Date: _____
Your signature means that you agree to give the exam for the above course

Director of Graduate Studies: _____ Date: _____
Graduate students only

APPROVAL

The above student is eligible to take this Credit by Examination for the course noted above:

Subject Code: _____ Course Number: _____ Credits: _____

Title: _____

SAS Signature: _____ Date: _____

FINANCIAL SERVICES

Exam fee of: _____ Charged/Receipt: _____ Tuition fee of: _____ Charged/Receipt: _____

Exam fee of: _____ Paid/Receipt: _____ Tuition fee of: _____ Paid/Receipt: _____

SFS Signature: _____ Date: _____

COURSE REGISTRATION

CRN: _____ Subject Code: _____ Course Number: _____ Credits: _____

Title: _____

SAS Signature: _____ Date: _____

Student retains a copy for their own records and turns in a separate copy to SAS in Demaray 151

Currently enrolled, matriculated students may take special examinations in approved academic subject matter offered by Seattle Pacific University to gain credit without being enrolled in specific courses. Students must meet the criteria and follow the procedures below.

- **A student may receive credit by examination** for any coursework that has been completed following high school graduation for which he or she has no formal record.
- **A student may not receive credit by examination** for a course in which he or she is currently registered.
- **A student may not receive credit by examination for a course** for which he or she previously earned credit or in which the student received an E, N, NC, Audit, or I grade at SPU.
- **A student may not receive credit for a lower-level or prerequisite course** when credit has already been received in a higher-level course within the same field.
- **A student may not receive credit** by examination for lower-division language courses in the student's native language, if that language is other than English.
- **A student may not repeat** an examination for credit.
- **A student may be tutored by a private instructor and challenge** a course for credit by examination.
- **A student is entitled** to only one consultation with the professor administering the test.
- **A student must pay for all special exam fees** prior to scheduling and taking the exam.
- **A student may earn a maximum of 45 quarter credits** by examination, including SPU Credit by Exam, Advanced Placement (AP), Cambridge International Exam (CIE), College Level Examination Program (CLEP), International Baccalaureate (IB), National Council Licensure Exam for Registered Nurses (NCLEX), or any international "13th year" exam.
- **The required minimum 45 credits in residence** may not include SPU's credit by exam or credit awarded for external examinations.