

_____, _____ is approved to take
(Name of Student) (Student Number)

Credit By Examination in _____,
(Department) (Course Number)

The Credit by Exam policy is provided below.

Credit may be allowed by special examination where command of a subject can be demonstrated in place of formal course work. Credit by Exam is not available to a student who has previously audited or enrolled in the course or has previously attempted credit by examination for the course. Only currently enrolled undergraduate students are eligible for special examinations. If credit by examination is approved, by the offering department, the offering department shall have full responsibility for determining the type of examination to be given and what constitutes a passing grade. A maximum of 12 hours may be awarded. Approval must be obtained from the head of the department offering the course.

Credit established by examination may not be used to satisfy the in-residence requirements for graduation. No grades or quality credits will be assigned. Credit by exam is graded on a Pass/Fail basis only.

There is a \$10.00 per credit hour fee for the examination. Fees are subject to change at the beginning of an academic year.

Department of _____ approves this request.

Department Head Signature Required

Date

Instructions:

1. Student goes to Office of the University Registrar with this approval letter to obtain payment ticket.
2. Student goes to University Bursar to pay fee and obtain receipt.
3. Student takes receipt of payment to Office of the University Registrar.
4. Department requests grade card from Office of the University Registrar at transfercredit@vt.edu.
5. Faculty to assign P (Pass) or F (Fail) grade on CBE grade card.