

Credit by Examination/Experience

This form can be used by degree-seeking RIT students who wish to test out of a class, or to have work experience be reviewed for the possibility of receiving credit. An "X" grade can be assigned for successful completion of various external or university examinations, provided such examinations cover or parallel the objectives and content of the indicated class. In order to be eligible for credit by exam or experience, a student must not have received credit for the class. (In order to raise a grade or to remove a failure, the class must be repeated.) "X" graded classes do not count toward the residency requirement and do not affect GPA calculations. Units are included as hours earned. A maximum of 12 units are allowed for graduate programs.

General Information Please Type	University ID Number _____ Name _____ Last First Middle Academic Program _____ Plan _____ Sub-Plan 1 _____ Sub-Plan 2 _____ Term credit is to be awarded by RIT (should be current term) 2 _____ Class No. _____ Subject _____ Catalog _____ Section _____ Units _____ E X M X GRTY Grade
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Credit by Exam

Student Financial Services Stamp

Instructions for Student

- Consult with Department Head of the department offering the class. Obtain the information above and provide the Department Head's signature below.
- Submit appropriate fee to Student Financial Services (SFS) prior to taking the exam. SFS will stamp the form in the box to the left after payment is made.
- Meet with your assigned faculty examiner for their approval and signature.

Instructions for Faculty Examiner

- Make certain that the form is signed below by the Department Head of the department offering the class.
- Verify that the form has been stamped by Student Financial Services before giving the examination.
- Indicate evaluation process: Written Exam Oral Exam Other _____
- Check One: Pass (with grade of "X") Fail (no grade)
- Sign below.
- Return the form to the Department Head (dept. offering the course) who will forward the form to the Registrar's office. NTID Students: return this form to NTID Records Office in Johnson Hall.

Credit by Experience

Student Financial Services Stamp

Instructions for Student

- Consult with Department Head of the department offering the class. Obtain the information above and provide the Department Head's signature below.
- Meet with your assigned faculty examiner for approval and signature if credit is to be awarded.
- Submit appropriate fee to Student Financial Services. SFS will stamp the form in the box to the left after payment is made.
- Return the form to the Department Head of the department offering the course. S/he will forward the completed form to the Registrar's Office.

Instructions for Department

- Verify signatures of Department Head and examiner.
- Verify Student Financial Services stamp.
- Forward to Registrar's Office

Basis for Request:

Approval Signatures

Department Head must approve prior to exam being given or experience evaluated.

Head of Dept. Offering Class Print _____ Email _____@rit.edu
 Sign _____ Date _____

Faculty Examiner Print _____ Email _____@rit.edu
 Sign _____ Date _____

Registrar's Office Use Only

Date Received _____ Date Processed _____ Processed by _____

Distribution: Please keep a copy for your records. Return original to the Registrar's Office, EAS, room 1202.