

CREDIT BY EXAMINATION FORM AA/07/9.03

Intercollege may award credit on the basis of its own specially designed examinations that it develops and administers in a number of courses. Students wishing to earn credits by examination must apply in writing and must provide evidence that they have covered the relevant material.

Credit by examination appears on the student's transcript and the hours are included in the earned hours. But a grade of "P" is recorded which is not included in the computation of the GPA or CPA.

STEPS

1. Complete the form by providing your personal and course details and state the reason for your request.
2. Attach the evidence showing you have covered the course material.
3. Hand the form to the Department of Academic Affairs of your Campus.
4. Contact the Department of Academic Affairs 10 working days after you have submitted the form to find out whether your request has been approved.
5. If approved, collect the form (signed by Head of Department, Faculty Member) from the Department of Academic Affairs of your campus.
6. Pay the required fee at the Finance Office and have the form signed.
7. Hand the form to the Faculty Member administering the exam as shown in the Internal Use section.

FOR INTERNAL USE

1. Once the form is received by the Head of Department it is signed in the following order:
 - Faculty Member
 - Head of Department
2. If the request is not approved the form is forwarded to the Department of Academic Affairs by the Head of Department.
3. If the request is approved the form is forwarded to the Department of Academic Affairs by the Faculty Member, completed with the mark and the Pass/Fail grade and attached to the examination script.

PLEASE COMPLETE THE BACK SIDE OF THIS PAGE ►

CREDIT BY EXAMINATION FORM (AA/07/9.03)

STUDENT NAME	
STUDENT NUMBER	
PROGRAM OF STUDY	
COURSE CODE/TITLE	
SEMESTER <i>(Please tick where appropriate)</i>	<input type="radio"/> FALL 200.... <input type="radio"/> SPRING 200.... <input type="radio"/> SUMMER 200....
FACULTY MEMBER NAME	
REASON FOR A CREDIT BY EXAMINATION REQUEST <i>(Please Attach Evidence)</i>	

FOR INTERNAL USE

APPROVED BY THE FACULTY MEMBER (EXAMINER) Faculty Member Signature Date If <u>not</u> approved state the reason:	YES <input type="radio"/> NO <input type="radio"/>
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APPROVED BY THE HEAD OF DEPARTMENT Head of Department Signature Date If <u>not</u> approved state the reason:	YES <input type="radio"/> NO <input type="radio"/>
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EXAMINATION FEE PAID AT THE DEPARTMENT OF FINANCE Department of Finance Signature Receipt Number Date	YES <input type="radio"/> NO <input type="radio"/>
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TO BE COMPLETED BY THE FACULTY MEMBER

DATE OF EXAM	TIME OF EXAM
NUMERIC MARK	LETTER GRADE (P/F)
FACULTY MEMBER SIGNATURE	DATE