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.
# CREDIT BY EXAMINATION FORM (AA/07/9.03)

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT NUMBER</td>
<td></td>
</tr>
<tr>
<td>PROGRAM OF STUDY</td>
<td></td>
</tr>
<tr>
<td>COURSE CODE/TITLE</td>
<td></td>
</tr>
<tr>
<td>SEMESTER (Please tick where appropriate)</td>
<td>FALL 200…. SPRING 200…. SUMMER 200….</td>
</tr>
<tr>
<td>FACULTY MEMBER NAME</td>
<td></td>
</tr>
<tr>
<td>REASON FOR A CREDIT BY EXAMINATION REQUEST (Please Attach Evidence)</td>
<td></td>
</tr>
</tbody>
</table>

## FOR INTERNAL USE

**APPROVED BY THE FACULTY MEMBER (EXAMINER)**

Faculty Member Signature ............................................................ Date .......................

If not approved state the reason: ..........................................................................................

**APPROVED BY THE HEAD OF DEPARTMENT**

Head of Department Signature ........................................ Date ......................

If not approved state the reason: ..........................................................................................

**EXAMINATION FEE PAID AT THE DEPARTMENT OF FINANCE**

Department of Finance Signature .............................................................

Receipt Number .................................................................................... Date ......................

## TO BE COMPLETED BY THE FACULTY MEMBER

**DATE OF EXAM** .................................................. **TIME OF EXAM** .........................

**NUMERIC MARK** .................................................. **LETTER GRADE (P/F)** ................

**FACULTY MEMBER SIGNATURE** .................................................. **DATE** ......................