

## APPLICATION FOR CREDIT BY EXAMINATION

West Virginia University  
College of Business & Economics

### Student

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Student ID# \_\_\_\_\_

Academic Major \_\_\_\_\_ Tentative Graduation Date \_\_\_\_\_

**I have read and understand the procedures for seeking credit by examination as stated on this application. I affirm that the information I have provided on this form is accurate. Providing false information will result in nullification of credit by examination.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Course Information

Course (e.g. ACCT 201) \_\_\_\_\_ Course Title \_\_\_\_\_

Examination Date \_\_\_\_\_ Examination Time \_\_\_\_\_

A student who is currently enrolled at West Virginia University may receive credit for a course or courses upon demonstration of competency in the course content. Credit will be awarded when the performance on a competency examination or a mutually agreed upon assessment method is equivalent to a minimum grade of C. Please circle the appropriate responses below:

Yes No I have attempted credit by examination for this course in the past two academic years.

Yes No I was enrolled in the course this current term.

Yes No I received a grade of D or F in this course in the past five years.

If you are not currently enrolled at West Virginia University and/or you responded "Yes" to any of the preceding three statements, you are not eligible to seek credit by examination.

### Office of Student Accounts

Present this form to the examiner prior to the day of the examination with verification that your student account has been assessed the \$50 fee by the Office of Student Accounts (OSA). Verification of fee assessment must be presented to the examiner before any examination may be administered.

OSA Signature \_\_\_\_\_ Date \_\_\_\_\_

### Examiner

\_\_\_\_ Student has demonstrated sufficient competency in the stated course to warrant issuance of credit by examination.

Credit hours to be awarded: \_\_\_\_\_

\_\_\_\_ Student has not demonstrated sufficient competency to warrant issuance of credit by examination.

Examiner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

It is the responsibility of the respective academic department to forward this completed application to the Office of Undergraduate Programs and Advising, Room 358 Business and Economics Building.