



## Credit By Examination Form

Please read the regulations on this application and in the catalog for information about policies governing credit by examination: <https://catalog.unlv.edu/>

### STEP 1: Complete Student Information

Name \_\_\_\_\_ NSHE ID \_\_\_\_\_  
Last First Middle

Email \_\_\_\_\_@unlv.nevada.edu Phone \_\_\_\_\_

### STEP 2: Complete Student Certification

I certify that I am a currently registered student, not on probation, and applying for credit by examination for the following reasons:

Obtained professional experience      Completed independent study      Completed a comparable course at a non-accredited institution

### STEP 3: List examination course information (one form per course)

Course (ex: IS 101) \_\_\_\_\_ # of credits \_\_\_\_\_

I have read the regulations as stated in the University Catalog governing credit by examination and understand that all fees will be forfeited if any of the stated regulations are violated.

\_\_\_\_\_  
Student Signature Date

### STEP 4: Obtain the following approvals before taking the examination:

#### Official Use Only:

College \_\_\_\_\_ Major \_\_\_\_\_ Current GPA \_\_\_\_\_

Approved      Disapproved      Signature      Date

Academic Advisor (Major) \_\_\_\_\_

Instructor (Course) \_\_\_\_\_

Chair or Designee (Course) \_\_\_\_\_

Comments:

### STEP 5: Present this form to the Cashiering & Student Accounts (SSC-A, Room 131) and pay fee: \$60.00 per class

Cashiering Use Only:      Receipt #: \_\_\_\_\_      Date Paid: \_\_\_\_\_

### STEP 6: Submit this form to the test administrator of the course with receipt of payment. Payment is **required** prior to taking the exam.

### STEP 7: Test Administrator's Certification of Completion

#### Official Use Only:

Pass (S)/ Fail (U) grade received: \_\_\_\_\_ Date examination was taken: \_\_\_\_\_ # of credits attempted: \_\_\_\_\_

**Please Check:**      Student does want the Office of the Registrar to record this grade.  
Student does **not** want the Office of the Registrar to record this grade.

\_\_\_\_\_  
Test Administrator Name      Test Administrator Signature      Date

### STEP 8: The test administrator will submit this form, with the grade of S/U, to the Office of the Registrar (SSC-C). Forms will **not** be accepted from student