

Dakota State University
Application For Credit By Examination
(Challenging a Course)

In subjects for which there is no equivalent CLEP examination, students may petition to challenge college coursework. A grade of "C" or better is required on the departmental exam to qualify for a successful challenge. DSU credit will be granted only for passing scores earned the first time each subject department credit-by-exam is taken. Credit-by-exam will not meet degree residency requirements. For additional information, please refer to the "Department Credit by Examination" section in the university catalog.

STEP 1:

Student Name _____

College Address and Phone Number _____

Majors _____

Minors _____

List of the course for which credit is desired: _____

Why do you wish to challenge this course or to obtain credit by examination rather than taking the course when regularly offered?

What background do you possess which justifies your hope to pass an examination? _____

Student Signature _____ Date _____

STEP 2:

Submit this completed form to the Dean of the College in which the course is offered.

Request is (circle one) Approved Denied

Dean's Signature _____ Date _____

College _____

STEP 3:

Dean will schedule the date and time for examination with assigned faculty member.

Name of Examination: _____

Date/Time Exam will be administered _____

Faculty Member assigned: _____

STEP 4:

After obtaining the Dean's approval and signature, submit this form to Enrollment Services Office (Cashier).

NOTE: Fee must be paid prior to the administration of the exam.

Fee Paid \$ _____

Cashier's signature _____ Date _____

STEP 5:

Present completed form to the assigned faculty member who will be administering the exam.

Name of Examination: _____

Date/Time Administered: _____

Pass/Fail: _____

Faculty member's signature: _____

STEP 6:

Return completed form to the Dean's Office for processing

Dean's Signature _____ Date _____

STEP 7:

Dean notifies student of exam results

Date Student Notified _____

STEP 8:

Dean forwards a copy of completed form to the Registrar's Office for processing:

Registrar's Signature _____ Date _____

Credit hours recorded _____