

Information Technology / Computer Sciences Credit by –Examination Instructions

(Requests may be faxed to 678-466-4459)

Date: _____

Name: _____

Laker ID: _____

Phone: _____

E-mail: _____

- A separate form is to be used for each class exemption/substitution request
- All documentation must be submitted at time of request as a packet
- All requests will be considered on an individual basis
- You are required to pass an IT Dept. exam(s)
- IT Dept. exam(s) require a fee to cover administration and proctoring
- ONE attempt per exam topic in a 6 month period (*)
- There are limitations on the number courses you may test out of. Please see the student catalog for more information.

Prior Knowledge Exemption submits:

- Copy of Industry Certification(s), if applicable
- A brief explanation to support request for exemption/substitution from course (use the back side)

In addition, you may be required to pass the IT Dept. exam(s)

CSU Course Name and Number for which you seek credit: _____

Applying for hours credit towards graduation? Yes _____ No _____

DO NOT WRITE BELOW THIS LINE – COMMITTEE USE ONLY

IT Committee Action

Approved / Denied

ASSOCIATE DEAN'S SIGNATURE

DATE

JUSTIFICATION / INSTRUCTIONS:

CSU course name and number: _____

Procedure

Apply for Exemption and/or Credit by Exam (complete and return this form to the IT Dept.)

If approved and testing is not required:

- Student will be notified
- IT Dept will contact the Registrar's Office to
 - Grant "K" credit on the DUCK record OR
 - Provide substituted credit (if applicable)

If approved and testing is required:

- Notice of the approval will be sent to the proctor and student
- Student must pay the non-refundable assessment fee at the Laker card Center
- Student must provide receipt to the Administrative Assistant
- Proctor is contacted by Administrative Assistant
- Proctor schedules exam with the student
- Student may take the test only once in a 6 month period(*)
- Results are sent the student
- If student passes, IT Dept. will contact the Registrar's Office to grant "K" credit on the DUCK record (with credit if applicable)

ACADEMIC GRADUATE CATALOG 2009-2010 (PG. 48)

K – CREDIT BY EXAMINATION/EXPERIENCE: Indicates that the student was given credit for the course via a credit by examination or experience program (CLEP, AP, or other proficiency exam).

FALL 2009 CATALOG – (PGS. 50-55)

Credit by Examination or Experience: Clayton State University recognizes that learning can take place in a variety of settings other than the traditional classroom. Within guidelines established by the University, credit may be earned for some classes by examination or experience. These non-traditional sources of credit include nationally recognized standardized tests, certain military training, selected professional certifications, and in some cases, special examinations developed at the University.

Credit by examination or experience is recorded on transcripts at Clayton State University by the symbol K. Grades of K do not alter the student's semester, Regents', or Institutional Grade Point Average (GPA).

(*)THIS IS NOT A MAKE UP EXAM IF YOU HAVE FAILED
THE CLASS WITHIN THE 6 MONTHS!