



Office of the Registrar
 Summerville Campus
 Rains Hall
 (706) 446-1430
 jagtrax@augusta.edu

CREDIT BY DEPARTMENTAL EXAMINATION FORM

Credit by Departmental Examination may be earned if a student has previous knowledge or proficiency in an area of study that arranges to take a departmentally administer examination. The department involved must be willing to offer a test that measures the same level of proficiency as is required to earn credit for enrollment in the course.

The charge for attempting a credit by departmental exam is equal to \$25 per credit hour. Forms received without a receipt for the total number of credits for the course will not be processed.

PART 1: STUDENT INFORMATION

First Name: _____ Middle Initial: _____ Last Name: _____ Student ID: _____

Subject: _____ Course Number: _____ Course Title: _____ Credit Hours: _____

Student Instructions:

1. Obtain the Registrar’s Office Signature in Part 2.
2. Use the following link to pay the required exam fee. The charge for attempting a credit by departmental exam is equal to \$25 per credit hour.
 - Example: The required exam fee for a 3 credit course is \$75.
 - https://secure.touchnet.com/C26625_ustores/web/classic/product_detail.jsp?PRODUCTID=163
3. Retain the receipt and provide it to the department prior to testing. This form will not be processed without payment receipt.
4. Submit the form with Part 1 and 2 completed to the department at the time of your credit by departmental exam.
5. After successful completion of your credit by departmental exam, confirm Part 3 is completed by the Department Chair and submitted to the Registrar’s Office for processing.

PART 2: REQUEST INFORMATION

The Registrar’s Office signature below certifies that the above named student:

1. Is currently enrolled and in good standing.
2. Has satisfied all prerequisites for the course.
3. Has neither attempted nor earned credit for the course.

Registrar’s Office Signature: _____

Date: _____

Registrar’s Office (Printed Name): _____

Title: _____

PART 3: REQUIRED SIGNATURES

Department Instructions:

1. Obtain a copy of the receipt from the student and confirm the required payment is listed. The charge for attempting a credit by departmental exam is equal to \$25 per credit hour.
2. Verify that the student has not attempted to gain credit in the course by examination within the past 12 months.
3. After successful completion of the credit by departmental exam, complete Part 3 and submitted to the Registrar’s Office at jagtrax@augusta.edu for processing.

Department Chair Signature: _____

Date: _____

Department Chair (Print Name): _____

Grade: _____