

## Instructions for completing Credit Award Forms

### Challenge Exam Credits (student pays in advance of taking exam)

1. Student completes form:
  - *Name,*
  - *ID*
  - *Check off "Challenge Credit"*
  - *Course #*
  - *Course Title*
  - *Course Credit*
  - *Student's signature*
2. Student takes completed form to the Bursar **before** he/she takes exam and pays \$10 per credit.
3. Student returns the "stamped paid" form to instructor who then administers the challenge exam.
4. Instructor enters the grade and signs the form.
5. Department Chair approves and dates.
6. The Credit Award Form is then forwarded to Dean Peter Woodberry for his approval, thereupon it is forwarded to OES for posting.

### Experiential/Portfolio Credit

1. Instructor enters student's name, Banner ID, course number, title, credit, initials, grade and credit awarded.
2. Faculty and Department Chair both sign and date the form.
3. Form is forwarded to Dean Peter Woodberry for his approval; thereupon it is mailed to the student for his/her signature.
4. Student mails Credit Award to Bursar with payment and form is forwarded to OES for posting.