



NHTI  
31 College Drive  
Concord, NH 03301-7412

To: Applicants for Credit By Exam

From: Pam Langley, Vice President of Academic Affairs

Subject: Procedures to Apply for Credit by Exam

The purpose of the Credit by Exam is to allow matriculated students with sufficient academic background to receive credit without taking the course. There is an assumption with this that the student has learned in a variety of ways the material that would be learned in a traditional classroom setting.

The student seeking to take a Credit By Exam must offer justification that he/she has mastered the content which is to be tested. Please explain why you believe that you have mastered the content involved. Examples of the justification should also be listed. Please attach a separate sheet(s) for justification.

Please note the Credit By Examination must be completed no later than two weeks into the semester if the student is registered in the class. Student course registration will be adjusted after completion of the exam. Also, please note that Credit by Exams will not be transferable to other colleges. A student who has previously received a failing grade in a course (or less than "C" for transfer) may not request credit by exam in that course.

#### **Credit by Exam Process—for Matriculated Students ONLY!**

1. The student meets with their Advisor/Department Head who will verify that the student is matriculated.
2. The student works with their Advisor/Department Head to coordinate with a professor who will administer the exam.
3. The student fills out the top portion of the form and acquires the first three signatures in chronological order (including the **"date the exam will be administered"** and the **"minimum passing grade needed"**).
4. The student brings the form to the Cashier in the Bursar's Office and pays for the exam (\$25.00/per credit). The Bursar's Office completes and signs # 4.
5. The student completes the exam (**after all previous steps have been completed**).
6. The Professor, who administers the exam, completes and signs # 5; including grade received—**check either pass or no pass**.
7. The Professor attaches the answer sheet, exam and form together and submits to the Vice President of Academic Affairs for processing.



**NHTI**  
**APPLICATION FOR CREDIT-BY-EXAM**  
 (Applicants should consult the Credit-by-Exam Policy in the NHTI Catalog)

**PART I. APPLICANT ELIGIBILITY**

APPLICANT'S NAME: \_\_\_\_\_ ID# \_\_\_\_\_ MAJOR \_\_\_\_\_

COURSE FOR WHICH APPLICANT IS SEEKING CREDIT-BY-EXAM:

Course number: \_\_\_\_\_ Course name: \_\_\_\_\_

NAME OF APPLICANT'S ADVISOR or DEPARTMENT HEAD: \_\_\_\_\_

**BEFORE PROCEEDING, THE APPLICANT'S ADVISOR MUST CONFIRM THE APPLICANT'S ELIGIBILITY FOR CREDIT-BY-EXAM.\*\***

Applicant is a matriculated student at NHTI. (circle one) TRUE FALSE

Applicant has not failed the course for which Credit-By-Exam is being sought either at NHTI or a college from which the applicant has sought transfer credit. (circle one) TRUE FALSE

**IF THE ANSWER TO EITHER OF THE ABOVE QUESTIONS IS "FALSE" STOP! APPLICANT IS INELIGIBLE FOR CREDIT-BY-EXAM!**

**\*\*Note: Advisors should consult the Registrar's Office for assistance in answering these questions.**

**PART II. DATE ELIGIBILITY**

Date exam will be given: \_\_\_\_\_. If approved, the exam date is within the first two weeks of the semester? (circle one) TRUE FALSE Minimum passing grade needed: \_\_\_\_\_

**IF THE ANSWER TO THE ABOVE QUESTION IS "FALSE" STOP!**

**[Exceptions must be approved by the Vice President of Academic Affairs]**

**PART III. JUSTIFICATION & APPROVALS:** Applicants must provide evidence that course content has been mastered — e.g., a description of similar coursework, appropriate work experiences, etc. **Please attach additional sheets as necessary for justification.** This justification must be presented to the individuals listed below for their signatures ***in the order listed.***

*(See attached sheet(s))*

*We, the undersigned, agree that the applicant has provided sufficient evidence of course mastery. We have checked Parts I and II of this form to ensure that the applicant is eligible for Credit-by-Exam. (Please print name legibly and then sign.)*

1. \_\_\_\_\_ Date  
 Department Head of Applicant's Major Field

2. \_\_\_\_\_ Date  
 Department Head of Field in Which Course Is Taught

3. \_\_\_\_\_ Date  
 Faculty Member Administering Exam



**NHTI**  
**APPLICATION FOR CREDIT-BY-EXAM** (continued)  
 (Applicants should consult the Credit-by-Exam Policy in the NHTI Catalog)

**PART IV. PAYMENT**

**PAYMENT** OF THE CREDIT-BY-EXAM FEE of \$25 PER CREDIT **MUST BE MADE** AND BURSAR'S OFFICE STAFF SIGNATURE OBTAINED **PRIOR** TO TAKING THE EXAM.

\_\_\_\_\_ **Cashier's Signature – Bursar's Office (please print name, then sign)**      \_\_\_\_\_ **Amount Paid**      \_\_\_\_\_ **Date**

**PART V. TAKING THE EXAM**

Applicant must present this form to the faculty member who will be administering the exam at the agreed upon date/time of the exam. Once the exam has been completed and graded, ***the faculty member must complete PART VI of this form.***

**NOTE TO FACULTY ADMINISTERING EXAM:  
DO NOT ADMINISTER EXAM IF ANY SIGNATURES ARE MISSING  
 FROM ANY PREVIOUS SECTIONS OF THIS FORM!**

**PART VI. SUBMITTING EXAM RESULTS**

**(To be completed by faculty member administering exam)**

*I hereby confirm that the applicant received a grade of:*

\_\_\_\_\_ *PASS*      \_\_\_\_\_ *NO PASS*

***AND I have attached the exam and answer sheet to this form.***

\_\_\_\_\_ **Faculty member administering exam (please print name, then sign)**      \_\_\_\_\_ **Date**

**FACULTY MEMBER: Please return this completed form, the completed exam, and the graded answer sheet to the Academic Affairs Office for processing.**

**For Administrative Use Only:**

Results Received by Registrar on: \_\_\_\_\_ Posted to Banner on: \_\_\_\_\_ By: \_\_\_\_\_

Copy to Applicant on: \_\_\_\_\_ Copy to Applicant's Department Head on: \_\_\_\_\_