



NHTI
31 College Drive
Concord, NH 03301-7412

To: Applicants for Credit By Exam

From: Fiona J. McDonnell, 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 that 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 within the "Drop with a Refund" period of the course if the student is registered in the class. Student course registration will be adjusted after completion of the exam. Students must complete the exam within the first two weeks of their graduating or final semester. 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 his/her Advisor/Department Head, who will verify that the student is matriculated.
2. The student works with his/her Advisor/Department Head to coordinate with a professor who will administer the exam. If the student will be taking the exam in his/her final/graduating semester, the student must obtain a signature of approval from the Vice President of Academic Affairs.
3. The student fills out Parts I, II & III of the form and acquires the three signatures in chronological order (including the **"date the exam will be given"** 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 Part VI; including the 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 on the NHTI webpage)

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

Applicant is not in their final or graduating semester. TRUE FALSE

IF THE ANSWER TO ANY 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.**

1. _____ Applicant's Signature _____ Date

2. _____ Department Head of Applicant's Major Field _____ Date

PART II. 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.***

We, the undersigned, agree that the applicant has provided sufficient evidence of course mastery. We have checked Parts I of this form to ensure that the applicant is eligible for Credit-by-Exam.

3. _____ Department Head of Field in Which Course Is Taught _____ Date

4. _____ Faculty Member Administering Exam _____ Date

PART III. DATE ELIGIBILITY: If currently enrolled in course, the exam must be taken within the refund period of the course. If not currently enrolled in the course, exam date must be before the refund period is over if it is the students' final or graduating semester.

Date exam will be given: _____ . **Minimum passing grade needed:** _____



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APPLICATION FOR CREDIT-BY-EXAM (continued)
 (Applicants should consult the Credit-by-Exam Policy on the NHTI Webpage)

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: _____