

University of Hawai'i at Hilo
CREDIT BY INSTITUTIONAL EXAMINATION

- 1) A student is **eligible** for credit-by-exam during the Fall and Spring semesters under the "Credit-by-Examination" policy provided he/she is currently enrolled in one of the UH Hilo colleges & pays the appropriate fee(s). Recommended semester hours will be assigned after the exam is administered.
- 2) Each course that a student wishes to challenge requires a separate form & fee.
- 3) Credit-by-exam may not be administered to a student for courses in which credit was already issued.
- 4) Native or bilingual speakers of a foreign language may not receive credit for courses in that language.
- 5) Credit-By-Exam results are processed by the Office of the Registrar after the 5th week of instruction.

Step 1: Take this form to the Department Chairperson

Student's name (print): _____ Student ID No. _____
Last First M.I.

Student Email: _____@hawaii.edu Phone: _____

Student Signature: _____

Course to be examined in: Course Alpha & Number: _____

Upon satisfactory completion of the examination, the student will be eligible to receive _____ credits.

Instructor assigned to administer exam: _____

Department Chairperson name (print): _____ Email: _____@hawaii.edu

Department Chairperson Signature: _____ Date: _____

Step 2: Take this form to the Business Office & pay appropriate fees. Payment must be received prior to Exam

Paid Collected By: _____ Date: _____

Step 3: Instructor is to complete the following

I, (print) _____ will prepare & administer the examination on:
Instructor

(Date) _____ (Time) _____ (Place) _____

Step 4: After the examination has been taken, instructor fills in the portion below & submits this form to the Office of the Registrar in OSS Bldg Rm 101. Form accepted by instructor only.

Student earned grade of: _____ Award _____ credits.

NO credits Awarded.

Signed _____ Date: _____
Instructor

Phone: _____ Email: _____@hawaii.edu

For Office of the Registrar use:

Date Received: _____ Date Posted: _____ By: _____