



UNIVERSITY  
of HAWAII

# HILO CREDIT BY INSTITUTIONAL EXAMINATION

Office of the Registrar / 200 West Kawili St. Hilo, HI 96720-4091 / Student Services Center, First Floor Rm 101 / Phone: (808) 932-7447 / Fax: (808) 932-7448 / E-mail: [uhhro@hawaii.edu](mailto:uhhro@hawaii.edu)

- A student is **eligible** for Credit By Institutional Exam during the Fall and Spring semesters under the "Credit By Institutional Exam" policy provided he/she is currently enrolled in one of the UH Hilo colleges & pays the appropriate fee(s).
- Each course that a student wishes to challenge requires a separate form and \$15 fee per course.
- Credit By Institutional Exam may not be administered to a student for courses in which credit was already issued.
- Native or bilingual speakers of a foreign language may not receive credit for courses in that language.
- Form can be submitted after the 5<sup>th</sup> week of instruction.
- Credit By Institutional Exam results are processed by the Office of the Registrar after the 5<sup>th</sup> week of instruction.
- Credit(s) awarded for Credit By Institutional Exam is determined by instructor administering and scoring exam results.

## SECTION I: Student Information and Department Chair Approval

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last First MI

Phone: \_\_\_\_\_ Email: \_\_\_\_\_@hawaii.edu

Semester:  Fall  Spring  Summer Year: 20\_\_\_\_\_

Course to be examined in: Course Alpha: \_\_\_\_\_ Course Number: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor assigned to administer exam: \_\_\_\_\_ Email: \_\_\_\_\_@hawaii.edu

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

Department Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION II: Payment submitted and processed at the UH Hilo Cashier's Office by published deadline and prior to exam

Paid Collected By: \_\_\_\_\_ Date: \_\_\_\_\_

## Section III: Instructor Approval of Exam

I, (Print) \_\_\_\_\_ will prepare & administer the examination on:

(Date) \_\_\_\_\_ (Time) \_\_\_\_\_ (Place) \_\_\_\_\_

## Section IV: Instructor Approval of Credit By Institutional Exam Results\*

\*After the examination has been taken, **INSTRUCTOR** submits completed form to the Office of the Registrar by published deadline. Form accepted by instructor only

Student earned grade of: \_\_\_\_\_

Award \_\_\_\_\_ credits

**NO** credits awarded

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION V: For Office of the Registrar Use

SSASECT  SECTION: 777  Grade Mode: M  SFAREGS  SFASLST  SHAINST Initials: \_\_\_\_\_ Date: \_\_\_\_\_

\*Uncheck  
Voice  
Response