

REQUEST FOR SPECIAL EXAMINATION**1. STUDENT**

Student name (last, first, middle, former)			Student ID number
Street address			
City	State	Zip Code	Date of birth (mm/dd/yy)
College			
I request a special exam for <input type="checkbox"/> proficiency or <input type="checkbox"/> credit for the following course(s): _____			
Nature of prior learning: _____			
Student signature			Date signed
Note: by signing this form, you are acknowledging that you understand there may be a fee for credit by special exam. Please talk to the department offering the exam to learn about the fee amount, if any. If there is a fee, it will be posted to your student account, and it will appear on your bill. You are responsible for paying your bill.			

2. STUDENT'S COLLEGE

If the department decides to administer the special exam, it will be for: <input type="checkbox"/> proficiency <input type="checkbox"/> credit Comments: _____ _____
College signature _____ Date signed _____

3. DEPARTMENT OFFERING THE EXAM (Fill out both this section and the following one.)

Request for special exam <input type="checkbox"/> approved <input type="checkbox"/> denied Number of exams to be given: _____ (applies in certain cases involving series or sequence courses; the student may pay \$50 per credit if fee is required for exam—see instruction sheet). Method of evaluation: _____
Is a special exam fee required? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, amount to be charged to student's account: \$ _____ If there is a fee, you must have the fee posted to the student's account.
Department signature _____ Date signed _____

4. DEPARTMENT OFFERING THE EXAM

Results of the special exam: 1. PROFICIENCY: department, course number(s), course title(s), no credits, or grade: _____	Number of credits earned: _____
2. CREDIT: department, course number(s), course title(s): _____	Number of credits earned: _____
3. CREDIT: general transfer number(s), designator, level (2999, 3999, etc.) course title(s): _____	Number of credits earned: _____
Department examiner's signature _____	Date signed _____

Send an email of this form to the student's advisor for approval and to your college office for processing.

5. STUDENT'S COLLEGE

College signature	Date signed	Apply credit to (term/year)
-------------------	-------------	-----------------------------

RETURN FORM TO: Office of the Registrar - By email: otr@umn.edu - By mail: 200 Fraser Hall, 106 Pleasant St. SE Minneapolis, MN 55455

To request copies of this form in an alternative format, please call a Disability Resource Center liaison for financial aid at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.



REQUEST FOR SPECIAL EXAMINATION

The student's college:

- gives the form to a University **undergraduate** degree-seeking student requesting a special exam and explains the processing steps involved;
- discusses with the student the degree applicability of the special exam;
- determines if the exam will be for proficiency or for credit;
- officially stamps or signs the form before referring the student to the department;
- **has final authority for accepting or denying credits toward the student's degree program in that college;**
- notifies OTR to post approved credits to the student's record.

The student:

- completes the **student** portion of this form;
- takes this form to their college and obtains a college signature;
- takes this form to the department offering the exam for approval or denial.

The department offering the exam:

- approves or denies the student's request for special exam;
- determines whether there is a fee and charges the fee to the student's account (or forwards this request to the department's collegiate fee administrator);
- forwards the results of the exam to the student's college.

There are two types of special exams:

1. **A special examination for proficiency** yields no credits, but may fulfill prerequisites for advanced courses or satisfy requirements. If the exam is successfully completed, a notation will be made on your transcript: "Course X satisfied by proficiency examination." Exams for proficiency require no fee.
2. **A special examination for credit** does not count toward the University's residency requirement, but may yield credits if completed at a passing level (i.e., the equivalent of C- or better). These credits (identified as test or "T" credits on the transcript) are included in cumulative credits (but not term credits) but are not reflected in either the term or cumulative grade point average. The department makes the final decision to approve or deny the request for a special exam. The fee for credit by exam is \$50 per credit.

NOTE: Effective Fall 1999, grades are not assigned for special exams. The complete policy on special exams is available on the Web (at www1.umn.edu/usenate/policies/creditprof.html).

Special exam methods include typical final exams, oral tests, papers, projects, presentations, review of existing documentation, or any combination that provides the examiner(s) with the information and material needed to evaluate the prior learning.

Students may not receive credit by examination for skill courses in reading, writing, or speaking their native languages, and generally may not receive credit by examination for high school-level language or mathematics courses taken in high school.

Please fill out your portion(s) of this form completely.