

Instructions for Credit by Examination

Instructions for Student

1. Student obtains hard copy Credit by Examination form from the Department with appropriate signatures on it (i.e., chair of dept, Academic Dean, if necessary, and Faculty Examiner). Please include student's cell number on the top of the form.
2. Student brings form to Associate Dean Jean Dobie Giebel's office in 200 Heger Hall for signature.
3. Student will be called to pick up signed form or form will be sent to address of record.
4. Take form to Student Accounts and pay Credit by Examination fees (as noted under Part II of form). Student Accounts completes Part II and attaches a duplicate receipt of payment.
 - a. To access fees for credit by exam please visit the Hofstra Bursar's tuition and fees webpage at this link:
http://www.hofstra.edu/sfs/bursar/bursar_tuition.html
5. Student takes form with duplicate receipt back to Faculty Examiner and takes exam as scheduled by Student and Faculty Examiner. Student hands off the form at this point.

Instructions for Department/Faculty Examiner

1. Faculty Examiner completes Part III of form. Please sign and print faculty name and enter faculty 700 # for compensation purposes. Also attach the graded exam. If the exam was an oral or skills test without a hardcopy exam, please note the type of exam next to the course number.
2. Faculty Examiner returns form with test and duplicate receipt attached to Jean Dobie Giebel, Associate Dean, HCLAS, 200 Heger Hall to complete the process.

If you have any questions, please contact Christine Jenkinson at christine.jenkinson@hofstra.edu or call 516-463-5416.