



## PART I.

**For the Student:** Please complete this part, obtain the indicated approvals, the Office of Financial and Academic Records' stamp, and the Office of Student Accounts' stamp in Part IV. Then arrange with the examiner to take the examination. A grade of C- or better in an undergraduate course, and B- or better in a graduate course, must be earned in order for credit to be awarded. The number of credits granted may not vary from that listed for the course in the Bulletins. (See the Bulletins for further restrictions.)

Name \_\_\_\_\_ Hofstra Student ID \_\_\_\_\_

Address \_\_\_\_\_ Major \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ College/School \_\_\_\_\_

Title and Number of Course in which you wish to be examined \_\_\_\_\_

No. of Credits \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Approval of Chair of Department offering the course \_\_\_\_\_ Date \_\_\_\_\_

Approval of Academic Dean (if necessary) \_\_\_\_\_ Date \_\_\_\_\_

Approval of Faculty Examiner \_\_\_\_\_ Date \_\_\_\_\_

Approval of Credit by Examination Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Checked by Office of Financial and Academic Records \_\_\_\_\_ Date \_\_\_\_\_

## PART II.

**For the Office of Student Accounts:** Fees (nonrefundable): As established in the current online bulletin under Tuition and Fees Section/ Credit by Examination. Fee: \_\_\_\_\_

Checked by Office of Student Accounts \_\_\_\_\_ Date \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT PAID \$ \_\_\_\_\_

## PART III.

**For the Faculty Examiner:** Please DO NOT administer any examination if either the Office of Financial and Academic Records' stamp in Part I or the Office of Student Accounts' stamp in Part IV is missing and a duplicate receipt is not attached. No student is to audit a course for which credit by examination is sought, nor may a student typically receive credit by examination for an elementary course once advanced work in the field has been completed. After you have assessed the student's work, please complete this part and **RETURN THE ENTIRE FORM ALONG WITH A COPY OF THE EXAMINATION BY INTEROFFICE MAIL TO THE CREDIT BY EXAMINATION COORDINATOR, 200 HEGER HALL, x3-5415.**

Course \_\_\_\_\_ No. of Credits \_\_\_\_\_ Letter Grade \_\_\_\_\_

Signature of Examiner \_\_\_\_\_ Date \_\_\_\_\_

## PART IV.

Endorsed \_\_\_\_\_ Date \_\_\_\_\_

*Credit by Examination Coordinator*

Comments \_\_\_\_\_

## Instructions for Credit by Examination

### Instructions for Student

1. The Student completes the Credit By Examination form. Be sure to write clearly and include 700# along with the Student cell phone number.
2. The Student obtains appropriate signatures (i.e., Chair of the department, Academic Dean (if necessary) and Faculty Examiner. Signatures may be obtained in-person or electronically using Adobe Fill and Sign.
3. The Student or Faculty Examiner forwards the form to HCLAS Senior Associate Dean Jean Dobie Giebel's office in 200 Heger Hall for signature. The form may be delivered as a PDF to: [Christine.M.Jenkinson@hofstra.edu](mailto:Christine.M.Jenkinson@hofstra.edu).
4. Once all required signatures in Part I of the form have been obtained, the Student forwards the form to both [Bursar@hofstra.edu](mailto:Bursar@hofstra.edu) and [Registrar@hofstra.edu](mailto:Registrar@hofstra.edu) for confirmation of eligibility to take the exam and for payment.
  - a. To access fees for credit by examination please visit the Hofstra Bursar's tuition and fees webpage at: <https://www.hofstra.edu/bursar/tuition-fees.html>
5. When the Student's account has been charged and payment has been confirmed, (Part II of form) the Student will receive notification as proof of payment. That notification, along with the form, is forwarded to the Faculty Examiner for the exam to be scheduled.
6. The Faculty Examiner completes Part III and forwards the form along with proof of payment and the graded exam to [Christine.M.Jenkinson@hofstra.edu](mailto:Christine.M.Jenkinson@hofstra.edu).

### Instructions for Department/Faculty Examiner

1. The Faculty Examiner completes Part III of the form. Please sign and print your name and enter your 700# for compensation (this may be done using Adobe Fill and Sign). Also attach the graded exam. If the exam is an oral test or a skills test and there is no graded form, please leave a comment next to the course number.
2. The Faculty Examiner returns the form with the exam (if applicable) and proof of payment to Dean Giebel's office in 200 Heger Hall to complete the process. The documents may be scanned and sent as a PDF to [Christine.M.Jenkinson@hofstra.edu](mailto:Christine.M.Jenkinson@hofstra.edu).
3. If you have any questions, please don't hesitate to call Chris Jenkinson at 516-463-5416.

**Note: when sending the form as a PDF, please be sure scan is legible at every step of the process.**