UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • PO Box 141629 • Anchorage, AK 99514-1629
• Phone (907) 786-1480

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Local Credit by Examination Application

Only accepted, degree-seeking *students may be awarded credit through locally developed comprehensive examinations on specific subjects. However, credit by examination is not available for all courses. Information on specific courses available through local credit by examination may be obtained from departments.*

Form Submission Instructions:

1. Student obtains the faculty member, department chair and dean's agreement to offer course(s) for credit by examination.
2. Student pays credit-by-examination fee.
3. Student returns the completed application form to the faculty member.
4. Student completes the examination.
5. Faculty member submits the completed application along with the *Local Credit by Examination Grade Report* form to Office of the Registrar.

Name: _____ (_____)
Last *First* *MI* *Previous / Maiden*

UA Student ID#: _____ Birth Date: _____

Mailing Address: _____ Day Phone: _____

City: _____ State: _____ ZIP: _____

Faculty Member Agreement to Offer Credit by Examination

Department	Number	Course Title	Credits

Faculty Name: _____ Semester/Term: _____
Please print legibly

Faculty Signature: Faculty must sign and date after printing.

Chair Signature: Chair must sign and date after printing.

Dean Signature: Dean must sign and date after printing.

Credit by Examination Fee: A non-refundable $40 fee is charged for each credit.
Accounting Office

Amount paid: _____ Received by: _____

Cash receipt #: _____ Date: _____

1. Courses with numbers below 100 may not be taken through credit by examination.
2. Only regular catalog courses may be challenged. Special topics courses, trial courses, independent study courses, and practicum courses may not be taken through credit by examination.
3. When an appropriate examination exists, i.e.: CLEP, Dantes, or other national examinations, it may be administered instead of a local examination.
4. Determination of which courses may be taken through local credit by examination and construction of the examinations is at the discretion of the appropriate department.
5. Local credit by examination will not be awarded for a course that duplicates one for which credit has already been granted. Nor may student request LCE for an audited course until the following calendar (academic?) year.
6. Students will be awarded credit and a grade of P(pass) if they successfully pass the local examination. If the examination is not passed, the course will not be recorded on the student's transcript. Grades for courses taken through local credit by examination do not carry grade points used in calculating student GPAs.
7. Credit awarded through local credit by examination is considered non-resident credit.
8. There is no limit to the number of credits which may be acquired through the local credit by examination process.
9. Students have one (1) year from the date of application to take the local examination.