

Senate Council Meeting
November 20, 2006

5.2.1.2 Credit by Special Examination

Entrance Examination

An individual academic unit may require, in addition to the freshman classification test, with the approval of the Senate, entrance or classification tests to be taken by its applicants for admission to its programs.

Special Examination

Any full-time or part-time student enrolled in the University, and in good academic standing, shall have the right to request a special examination for credit in any course offered in the University System, regardless of whether the student has audited the course, is currently enrolled in it, or has studied for it independently.

- A Application for a special examination must be made in writing. Undergraduates will address requests to the chair of the department in which the course is given, or to the office of the academic unit responsible; graduate students, to the Director of Graduate Studies in the department in which the course is given. Approval of requests from undergraduate students rests with the department chair; from graduate students, with the Dean of the Graduate School acting upon recommendation of the Director of Graduate Studies.
- B The request for special examination may be denied by the department chair or the office of the administrative unit responsible, or the Dean of the Graduate School acting upon the recommendation of the Director of Graduate Studies, if it is decided that the student has not furnished evidence that he/she is reasonably prepared to take the examination, or that the course is of such a nature that credit by examination is inappropriate. (The fact that a student has failed the course within the last semester may be regarded as evidence that the student is unprepared to take a special examination.)
- C The instructor may schedule the examination at his/her convenience, but must offer it within a reasonable time after the student has submitted his/her request.
 - * The phrase "reasonable time" is not meant to convey a precise time period and should be fitted to the particular circumstances. (RC: 2/1/89)
- D The examiner shall inform the University Registrar of the student's grade in the course. A student currently enrolled in the class who successfully completes a special examination shall be formally removed from the official roll by the University Registrar, unless the student is dissatisfied with the results, in which case he/she may continue in the course and be graded in the usual manner. The instructor then may or may not include the results of the special examination in computing the final grade. (US: 9/20/93)
- E Credit earned by special examination may be counted as residence credit by the dean of the student's college. The limits on maximum loads are waived in cases where the excess is due to special examination credits.
- F The student, with the department or division chair's consent, may take the special examination on a Pass-Fail basis, including any course not otherwise available under the Pass-Fail option. Credit derived in this manner shall not reduce the number of courses permitted under the Pass-Fail rules. (See Section V., 5.1.4) (US 4/10/00)