

EASTERN MICHIGAN UNIVERSITY
Request for Undergraduate Credit by Examination or Validation of Credit

The required information is necessary for the continuous legitimate business and educational operation of Eastern Michigan University. It is, and will be, maintained in compliance with applicable US law, educational accrediting body requirements, and institutional policies and procedures. Questions or concerns may be directed to the Office of Records and Registration at registrar@emich.edu.

Step 1

DATE: _____ Student Number: _____

Name _____ Phone: _____

Check appropriate box and complete course information:

Credit By Exam Validation of Community/Junior College Course

EMU Course and Title: _____

Please give reason for requesting examination/validation:

Step 2

Completed by department

Permission has been granted denied for credit by examination validation for

_____ EMU Course and Title

The instructor giving the examination will be _____

Date: _____ Department Head Signature: _____

Step 3

Once permission is granted, student must take this form to the Cashier's Office, 201 Pierce Hall, for Validation of Payment

CASHIER'S VALIDATION

Step 4

Completed by department

The above student has passed failed a special examination on _____ for the above course
Date

Student shall be granted _____ hours of credit
 shall not

Student shall validate previous transfer credit
 shall not

Date: _____ Instructor Signature: _____

I acknowledge receipt of above student's examination and instructor's evaluation.

Date: _____ Department Head Signature: _____

Step 5

Submit to the Records and Registration drop box or either SEMU location after completion.