



Office of Records and Registration
 Eastern Michigan University
 304 Pierce Hall • Ypsilanti, MI 48197
 Phone: (734) 487-4111 • Fax: (734) 487-6808
 registrar@emich.edu

Credit by Examination or Validation of Credit Request

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: Completed by student

Name:		Date:	
EID:	Phone:	Email:	
Check appropriate box and complete course information:			
<input type="checkbox"/> Credit by Examination		<input type="checkbox"/> Validation of Community/Junior College Course	
EMU Course & Title:			
Reason for requesting examination/validation:			

Step 2: Completed by department

Permission has been: <input type="checkbox"/> Granted <input type="checkbox"/> Denied	Permission is for: <input type="checkbox"/> Credit by examination <input type="checkbox"/> Validation of Community/Junior College Course
EMU Course and Title:	
Date:	Department Head Signature:

Step 3: Once permission is granted, student must take this form to Service EMU (268 Student Center). Charges will be added to student's account. Once student has paid, the form will be emailed to the student and department contact for completion.

Cashier's Validation:

Step 4: Completed by department

The above student has <input type="checkbox"/> Passed <input type="checkbox"/> Failed a special exam on _____ Date	
Student <input type="checkbox"/> shall <input type="checkbox"/> shall not be granted _____ hours of credit.	
Student <input type="checkbox"/> shall <input type="checkbox"/> shall not have previous transfer credit validated.	
Date:	Instructor Signature:

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

Date:	Department Head Signature:
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Step 5: Submit to Records & Registration drop box, 303 Pierce or Service EMU, 268 Student Center.

Payment validated:	Credit posted:
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