



University Community (faculty, undergraduate students and University Undergraduate School administration)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
DEPARTMENTAL CREDIT BY EXAMINATION	May 11, 1998	340.130

POLICY STATEMENT (R*)

Departmental credit by examination is available for certain courses determined by the department. A student who has already gained knowledge of a subject offered at the University and who wishes to take an examination in lieu of taking the course should discuss the matter with his or her academic advisor and with the department offering the course.

Awarding departmental credit by examination is the prerogative of each academic unit. To receive credit by examination a student must be a regular degree-seeking student, register, and pay for courses in the regular manner. Once the student is awarded the Departmental Credit by Examination, an EM grade will be recorded on the transcript but will not be used in the calculation of the GPA.

REASON FOR POLICY (O*)

To state the conditions under which Departmental Credit by Examination is given.

PROCEDURES (O*)

The grade must be submitted to the Registrar's Office to be recorded on the student's academic record.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Undergraduate Education
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Undergraduate Education
Florida International University
11200 S.W. Eighth Street, PC 245
Miami, Florida 33199
Telephone Number: 305-348-2800

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***R = Required *O = Optional**