



Application and Certification for Establishing Credit by Examination

Submitting Instructions: Send the completed and approved form, by NMSU email, to University Student Records at trcpteval@nmsu.edu or by fax to (575)646-1579. For questions or additional information on this form please call the University Student Records at (575) 646-3411.

In accordance with University regulations, any student who is enrolled in the University and who is not on academic probation may, with the permission of the appropriate department, challenge by examination any undergraduate course. The manner of administering the examination shall be determined by the department in which the course is being challenged.

- Students must secure certification of good standing from University Student Records. Student cannot be on probation.
- Students must secure ALL approvals (signatures) below in the order presented and **PRIOR** to examination.
- Students must pay applicable tuition rate per credit hour to Business Office.
- Students must earn a grade of "C" or better to receive credit. The grade received is recorded on the student's record as "CR" or better to receive credit. The grade received is recorded on the student's record as "CR, and is not included in the grade point average.

In exceptional cases where a student demonstrates outstanding ability and information in a given course, he may be permitted to withdraw from a class and then challenge the course provided the withdrawal is accomplished prior to mid-semester.

Student Information					
AGGIE ID Number:	Last Name, First Name, Middle Initial:				
Student's Classification:	Student's Academic College:	Date:			
Current Mailing Address:		City, State, Zip Code			
Contact Phone Number:	Email Address:				
Processing Order and Signatures Required					
1	Eligibility Verification	The above student meets eligibility requirement for credit by special examination.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	University Student Records Office Signature & Date:
2	Instructor Approval	Course Instructor's Signature & Date:			
3	Department Approval	Instructor's Dept. Head Signature & Date:			
4	Dean Approval	Student's Academic Dean's Signature & Date:			
Course to be Challenged Information and payment					
Course Dept. & Number:		Course Title:	Academic Credits:		
Justification for Examination:					
5	Payment	Payment Amount:	Cashier's Signature & Date:	Cashier Receipt #:	
6	Exam	Academic Grade Earned:	Instructor's Signature & Date:		
<p>After an instructor assigns and certifies the grade, this form must be submitted to their department head. Departments must forward scanned copy to University Student Records for recording. Forms received directly from students will not be processed.</p>					
7	Post-Exam Department Approval	Instructor's Dept. Head Signature & Date:			
8	University Student Records Recording	University Student Records Signature & Date:			