University of Hawai`i at Hilo

CREDIT BY INSTITUTIONAL EXAMINATION

1) A student is eligible to earn credits under this "Credit-by-Examination" policy provided he/she is currently enrolled in one of the UH Hilo colleges & pays the appropriate fee(s).
2) Each course that you wish to challenge requires a separate form & fee.
3) Credit-By-Exam results are processed by the Office of the Registrar after the 5th week of instruction.

Step 1: Take this form to the Department Chairperson

Student's name (print): _____ Student ID No. _____
(Last) (First) (M.I.)

Email: _____@hawaii.edu Phone: _____

Has my permission to be examined in: Course Alpha & Number:_____

Upon satisfactory completion of the examination, the student will be eligible to receive _____ credits.

Department Chairperson name (print): _____Email:_____

Department Chairperson Signature _____Date:_____

Step 2: Take this form to the Business Office & pay appropriate fees.

☐ Paid Collected By: _____ Date: _____

Step 3: Take this form to the Department Chairperson who will assign an instructor. Instructor is to complete the following:

(Instructor) I, _____ will prepare & administer the examination on
(print & sign name)

(Date) _____ (Time) _____ (Place) _____

Step 4: <u>After</u> the examination has been taken, instructor fills in the portion below & submits this form to the Office of the Registrar in OSS Bldg Rm 101.

Student earned grade of: _____

☐ I **recommend** awarding _____ credits.

☐ I do **not** recommend awarding credits.

Signed _____ Date: _____ Phone: _____ Email: _____
Instructor

For Office of the Registrar use:

Date Received: _____ Date Posted: _____ By: _____

Revised 06/24/08