



APPLICATION FOR CREDIT BY EXAMINATION  
For Portland State University courses only

Refer to the PSU Bulletin for the policies and restrictions of credit by exam, and answer the following questions:

- Have you been formally admitted to PSU?  Yes  No  
Are you currently enrolled in, or have completed a course at PSU?  Yes  No  
Is the course numbered 100-498, but not 199, 299, 399, 401-410?  Yes  No

If the answers to the above questions are all “Yes”, you are eligible to take credit by exam. Do not take the examination if you answered “No” to any of the questions. Credit cannot be granted if records show that you do not qualify.

Complete the following section and bring the form to the department chair for approval and to arrange the exam. Pay the \$80 fee (\$60 for WR 323) at the cashier’s window in the lobby of Neuberger Hall.

Name: \_\_\_\_\_ ID: \_\_\_\_\_

Course Info:

Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Title: \_\_\_\_\_ Credits: \_\_\_\_\_

Exam to be given by: \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(Instructor’s name)

Approved by: \_\_\_\_\_  
(Department Chair)

Present this form to the instructor on the day of the exam.

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INSTRUCTOR: Submit this form with the grade on a regular Supplemental Grade Report (SGR) to the Office of Admissions, Registration, and Records. On the SGR, check “Credit by Exam Grade” as the reason and omit the section number and CRN, otherwise process SGR as usual. Credit by exam grades are posted after end of term grades.

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Department of World Languages and Literatures Credit by Exam Policy

Credit by examination is awarded only for those languages taught by the department. Credit received by exam is graded **P/NP** (Pass or No Pass) only.

A student may earn credit for first-year and second-year language sequences only. A student may only be awarded credit by exam for a maximum of **one** language sequence (12-15 credits). The language sequences 101, 102, 103 (or 150, 151) and 201, 202, 203 must be taken in order.

Native speakers (defined as students whose formal secondary education was completed in the foreign language) may not receive credit by exam in their native language.