



Mount Ida College
Credit By Examination

Office of the Registrar, 777 Dedham Street, Newton, MA 02459
phone: 617-928-4503 ~ fax: 617-928-4728 ~ registrar@mountida.edu

Credit by examination is offered to students who believe they possess the knowledge and have mastered the skills taught in a course they are required to complete but have not yet attempted at Mount Ida College. Credit by examination is available for selected courses and requires the approval of a faculty member who teaches in the program or department offering the course, the appropriate School Director, and the Associate Vice President for Academic Affairs. Students may sit for nine (9) credits by examination. See "Credit by Examination" in the *Academic Policies and Procedures* section of the 2009-2010 Undergraduate College Catalog for additional information.

Student: _____ ID #: _____
Program/Major: _____

Course for Which Credit by Examination is Requested:

Course #: _____ Course Title: _____ # of credits: _____

Rationale for the Request (provided by the student):

NOTE: Proof of payment by the student for the credit by examination (\$230 per credit hour) must be attached to the request form before it is submitted to the Associate Vice President for Academic Affairs for approval.

Required Signatures for Approval:

Faculty Member: _____ Date: _____

School Director: _____ Date: _____

Assoc. V. P. for Academic Affairs: _____ Date: _____

Grade Reporting:

Grade Earned in the Credit by Examination: _____

Reporting Faculty Member Signature: _____ Date: _____

Copies: Student, Instructor, Associate Vice President for Academic Affairs

Date Processed: _____ Initials: _____