



New Mexico State University
University Registrar's Office

Application and Certification for Establishing Credit by Examination

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 ALL approvals (signatures) below in the order presented and PRIOR to examination.
- Students must secure certification of good standing from Registrar's Office. Student cannot be on probation.
- 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:	
Course to be Challenged Information		
Course Dept. & Number:	Course Title:	Academic Credits:
Justification for Examination:		

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		NMSU Registrar's 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:			
5	Payment	Payment Amount:	Cashier's Signature & Date:	Cashier Receipt #:	
6	Exam	Academic Grade Earned:	Instructor's Signature & Date:		
After an instructor assigning and certifying the grade, this form is submitted to their department head. Departments forward scanned copy to Registrar's Office for recording.					
7	Post-Exam Department Approval	Instructor's Dept. Head Signature & Date:			
8	Registrar Recording	NMSU Registrar's Office Signature & Date:			