

Petition for Undergraduate Credit by Competency Exam

STUDENT INFORMATION:

Student ID: @ _____ Phone Number: _____

Name: Last _____ First _____ M.I. _____

Local Address: _____
Street City State Zip Code

I petition for credit by competency examination for:

Course Subject Course Number Course Title Credit HoursEnrolled in the course previously? Yes No If yes, when? _____ Previously petitioned this course? Yes No

Student Signature: _____ Date: _____

SIGNATURES OF APPROVAL:_____
Student's Advisor Date_____
Department Chair of the Course Date**PAYMENT:**

Amount paid at Bursar's Office: \$ _____

Bursar's Signature Date**EXAMINATION:**The examination was given on _____ by _____.
Date Department Offering the CourseThe student listed above: Should receive credit for this course. Should not receive credit for this course._____
Examiner's Signature Date_____
Dean's Signature of the Department Offering the Course Date

Mail or Fax Completed Form to: Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Rd, Edinboro, PA 16444, Fax: 814.732.2130, Phone: 814.732.5555
Or Email: records@edinboro.edu

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PETITION FOR UNDERGRADUATE CREDIT BY COMPETENCY EXAMINATION

1. Edinboro University of Pennsylvania students* may petition for undergraduate credit by competency examination for courses offered by the University.

* This **does not include** persons who are classified as “Special Students.”

2. If students wish to challenge a course in which they are enrolled, they must do so prior to the end of the drop period. Students may not challenge courses in which they have previously received a grade. A student need not enroll in a course to challenge it.
3. To petition for credit, a student must complete the request form and present it to the chairperson of the department offering the course being challenged. (The relevant academic dean in consultation with the faculty reserves the right to deny students permission to take examinations for credit.)
4. Courses passed by competency examination are credited to the student’s academic record. Successfully challenged course(s) are not considered a part of the course load for students during the academic year.
5. The competency examination for any challenged course will be administered to the student only one time. Should the student fail, the petition will be filed in the academic record (not on the official transcript).
6. Prior to administration of any competency examination students will be expected to pay a fee established by the University.
7. Edinboro University does not award competency credit for graduate courses.