



## REQUEST FOR SPECIAL EXAMINATION

### STUDENT INFORMATION

Student ID Number	Student Name (last, first, middle)	
University Email Address	@morris.umn.edu	Social Security # (optional)

### STUDENT (in consultation with a Scholastic Committee designate)

I am requesting a special exam for ( <i>check one</i> ): <input type="checkbox"/> Proficiency <input type="checkbox"/> Credit	
I am requesting the exam(s) for the following UMM course(s): _____	
Nature of Prior Learning: _____	
Student Signature	Date

### SCHOLASTIC COMMITTEE APPROVAL

The Scholastic Committee (or designate) has met with this student and supports the request for a special examination.	
Scholastic Committee Designate Signature	Date

### DISCIPLINE APPROVAL

The discipline has approved the above request and will administer the exam for: <input type="checkbox"/> Proficiency <input type="checkbox"/> Credit	
Number of exams to be given: _____ ( <i>applies in cases involving sequence courses; the student may pay for credit if fee is required</i> )	
Discipline Signature	Date

### FEE PAYMENT (to be completed by the Scholastic Committee)

Is special exam fee required? <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: If Yes, payment is required before exam is given	
Special exam fee paid? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Scholastic Committee Signature	Date

### EXAM RESULTS (to be completed by the Discipline Examiner)

The student has <input type="checkbox"/> Passed <input type="checkbox"/> Failed the exam.	
Discipline Examiner's Signature	Date

### STUDENT RECORD ENTRY (to be completed by the Office of the Registrar)

Updated by:	Date

## REQUEST FOR SPECIAL EXAMINATION POLICY

There are two types of special exams:

1. A **special examination for proficiency** yields no credits, but may fulfill prerequisites for advanced courses or satisfy requirements. If the exam is successfully completed, a notation will be made on your transcript: "Requirement X satisfied by proficiency examination." Exams for proficiency require no fee.
2. A **special examination for credit** does not count toward the University's residency requirement, but may yield credits if completed at a passing level (i.e., the equivalent of C- or better). These credits (identified as test or "T" credits on the transcript) are included in cumulative credits (but not term credits) but are not reflected in either the term or cumulative grade point average. If the student fails to do "C-" quality work on the examination, no notation shall be made on the transcript. The discipline makes the final decision to approve or deny the request for a special exam. Exams for credit require a \$30 fee unless they are taken during your first term in residence or your first term after an absence of a year or more.

*The Scholastic Committee has final authority for accepting or denying credits toward the student's degree program.*

**NOTE:** Grades are not assigned for special exams. The complete policy on special exams is available on the Web at: [www1.umn.edu/usenate/policies/creditprof.html](http://www1.umn.edu/usenate/policies/creditprof.html)

Special exam methods include typical final exams, oral tests, papers, projects, presentations, review of existing documentation, or any combination that provides the examiner with the information and material needed to evaluate the prior learning.

Students may not receive credit by examination for skill courses in reading, writing, or speaking their native languages, and may not receive credit by examination for high school-level language or mathematics courses taken in high school.

## STEPS FOR COMPLETING THE REQUEST FOR SPECIAL EXAMINATION FORM

- Student completes the student portion of the Request for Special Examination form;
- Student meets with the Scholastic Committee designate, 204 Behmler Hall to discuss degree applicability of the special exam and to determine if the exam will be for proficiency or for credit;
- The student takes the form to the appropriate discipline (referred by the Scholastic Committee designate) for approval or denial;
- If approved, the student brings the form to the Registrar's Office, 212 Behmler Hall for fee payment (if applicable);
- The Registrar's Office will forward the approved form to the discipline examiner;
- The student and the discipline make arrangements for administration of the exam;
- The discipline examiner determines the results of the exam, signs, and dates the form where indicated;
- The discipline examiner forwards the form to the Scholastic Committee designate, 204 Behmler Hall;
- Registrar's Office staff will update the student's record accordingly.