

UNIVERSITY OF MINNESOTA CROOKSON CAMPUS

REQUEST FOR SPECIAL EXAMINATIONS

Last name	First Name	Middle name	ID number	SSN (last 4 digits only)
Mailing address			Major	
E-mail address	City	State	Zip	Phone number
I request a special exam for:				<input type="checkbox"/> Proficiency <input type="checkbox"/> Credit

For the following specific course:

Subject, Catalog number	Title of course	Units (credits)
-------------------------	-----------------	-----------------

REGISTRAR'S OFFICE

If the department decides to administer the special exam, it will be for:	<input type="checkbox"/> Proficiency <input type="checkbox"/> Credit
Is a special exam fee required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Registrar's office signature:	Date:

DEPARTMENT HEAD

Request for special exam:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Department Head signature:	Date:

BUSINESS OFFICE *(Signature required only if fee is assessed)*

A fee of \$50 per credit will be charged. Proficiency exams never require a fee. Account credited:	<input type="checkbox"/> Fee has been paid
Business office signature:	Date:

DEPARTMENT EXAMINER

Results of the special exam:	
1. PROFICIENCY: department, course number(s), course title(s), number of credits, or grade:	<input type="checkbox"/> Passed <input type="checkbox"/> Did not pass
2. CREDIT: department, course number(s), course title(s), number of credits	<input type="checkbox"/> Passed <input type="checkbox"/> Did not pass
Department examiner's signature:	Date:

The examiner should retain a copy of the form and forward the original to the Office of the Registrar.

REGISTRAR'S OFFICE

Special examination results have been processed: Registrar's office Signature:	Date:
---	-------

Forward on copy to the student and one to the student's adviser.

SUBMIT TO:

Office of the Registrar, University of Minnesota, Crookston, 9 Hill Hall, 2900 University Ave., Crookston, MN 56716-5001

The University is an equal opportunity employer and educator.

June 17, 2016

UNIVERSITY OF MINNESOTA CROOKSON CAMPUS

Policy on Examinations for Credit and Proficiency

The University of Minnesota offers proficiency examinations and special examinations for credit to currently registered undergraduate degree-seeking students. The exams are given at the discretion of the appropriate academic department.

Proficiency Examinations are administered by the appropriate academic department, require no fee, and yield no credit or grade but may fulfill prerequisites for advanced courses or satisfy requirements. Proficiency examinations may be taken at any time, and if the student's work is of passing quality, a notation is made on his/her transcript saying "Course X satisfied by proficiency examination." A student may not first take a University of Minnesota course and earn a grade, subsequently take a proficiency exam for that course content, and then request that the original course grade be bracketed from the transcript.

Special Examinations for Credit have a fee of \$50 per credit. All requirements (e.g., application completed, fee paid, departmental test administered and scored) for these examinations must be completed and all paperwork submitted to the Office of the Registrar no later than the last day of classes to add a class for that term. Materials received after the deadline date will be effective the following term. Credits earned by examination do not count as residence credits. A student may not first take a University of Minnesota course and earn a grade, subsequently take an examination for credit for that course content, and then request that the original course grade be bracketed from the transcript. Further information regarding the policy on these examinations is available online at <http://policy.umn.edu/education/deptcreditexam>.

Applications for these examinations may be obtained in the Office of the Registrar.