

CREDIT BY EXAMINATION PROCEDURES

PHYSICS DEPARTMENT

Procedures

1. The student **MUST** meet with the Chair of the Physics Department for permission to take the Credit by Exam. If the Chair approves, the student must follow the steps outlined below.
2. Complete the 'Application for Credit by Examination Form' on the third page.
3. Complete the top portion of the form and take it to the Bursar Office to process. The Bursar Office is located in the basement of the main parking garage on Summit Street.
4. Once the student pays the fee, email 1) the receipt and 2) Credit by Exam Form to: Christine Oertel (oertel@njit.edu) and Donald James (djames@njit.edu).
5. Once these documents are received, the student will receive information about the credit by exam. Exams will not be graded unless the fee is paid. The credit by exam will be administered during the final exam period in Fall, Spring & Summer semesters. The date & time is to be determined.
6. Exams will be 2.5 hours in duration.
7. Exams will be on campus, in person unless otherwise instructed.
8. The exam is PASS/FAIL, the student will *not* be given a grade.
9. The credit by exam does **not** include the lab component (example: PHYS 121A). The lab can be taken over the Summer/Spring or Fall semester. Students may require a permit to take the lab. Students can apply for a permit at: <https://physics.njit.edu/permits>



APPLICATION FOR CREDIT BY EXAMINATION

Student Name: _____ NJIT ID#: _____

Course for Which Examination Is Requested: _____
Course Number/Title

The Examination for Credit Will Be Given On: _____
Date

THE STUDENT MUST TAKE THIS FORM TO THE BURSAR OFFICE WITH A NON-REFUNDABLE EXAMINATION FEE OF \$50.00.

Receipt No.: _____ Date Paid: _____

Cashier: _____

CREDIT BY EXAM



THE STUDENT PASSED THE EXAMINATION AND SHOULD RECEIVE CREDIT

Date

Chairman's Signature



THE STUDENT HAS NOT ATTAINED A SCORE SUFFICIENT FOR CREDIT TO BE GRANTED

Date

Chairman's Signature

The department offering the exam must forward directly to Registrar for processing. Do not return to student.

Registrar's Office

Course Recorded for Credit: _____
Date

Transfer Credit Coordinator
Registrar's Office