CREDIT BY EXAMINATION PROCEDURES
PHYSICS DEPARTMENT

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.

**Procedures**

1. Complete the ‘Application for Credit by Examination Form’ on the third page.

2. Complete the top portion of 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.

3. 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).

4. Once these documents are received, the student will receive information about the credit by exam. The date & time is to be determined.

5. Exams will be 2.5 hours in duration.

6. Exams will be on campus, in person unless otherwise instructed.

7. The exam is PASS/FAIL, the student will not be given a grade.

8. The credit by exam does not include the lab component (PHYS 102A/103A/111A/121A/231A). 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](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: __________________________

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