

# 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 second page.
2. Complete the top portion of form and email it to: [bursar@njit.edu](mailto:bursar@njit.edu) or take the form to the Bursar Office to process. The fee will get added to the student account and payment options will be made available by the Bursar.
3. Once the student pays the fee, email 1) the receipt and 2) Credit by Exam Form to: Christine Oertel ([oertel@njit.edu](mailto:oertel@njit.edu)).
4. Once these documents are received, the student will receive information about the credit by exam. The exam will be administered during finals week of the given semester.
5. Exams will be 2.5 hours in duration.
6. The exam is PASS/FAIL, the student will *not* be given a grade.
7. The credit by exam does **not** include the lab component. 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