Students can submit a request to earn credits for a course through Credit by Exam. The student fills out the necessary portion of the form and submits it for approval. Before completing this form, make sure to discuss this option with your advisor and instructor who will oversee and evaluate your work.

NAVIGATION -

- Log into RamPortal – **ramportal.wcupa.edu**
- Locate the **Student Forms** card. For help with finding cards, visit Home Page Navigation: A Guide to the RamPortal Home Page .
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- Click on the **Credit by Exam** link.
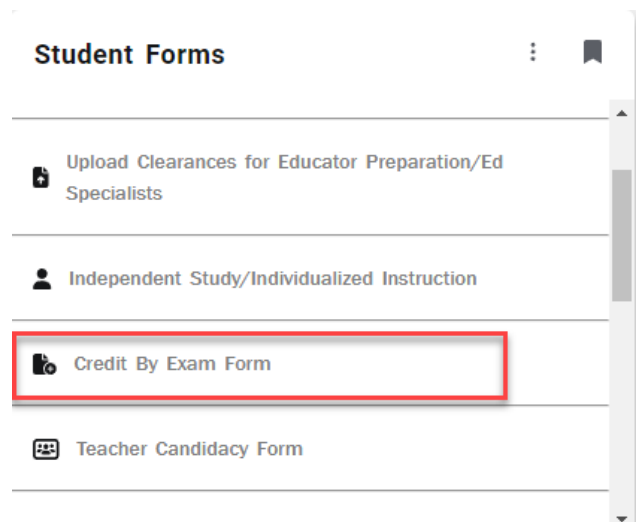
- Read the instructions carefully and be clear on the description of your request, attaching any documentation that will help the department decide if your request is valid.

Instructions

Please refer to the Undergraduate Catalog for policy regarding Credit by Examination. Complete all information to obtain the needed approvals. Once approvals are granted you will need to pay for the Credit by Examination at the Office of the Bursar. The fee is equivalent to the cost of a CLEP exam.

Before completing this form, make sure to discuss this option with your Advisor and Instructor who will oversee and evaluate your work

Submit this form *before the end of the Drop/Add Period.*

- The boxes with the red asterisk * are required fields. The EMPLID (student ID), First Name, Last Name, and Email are populated automatically using your login information. The **Faculty Email**

is used for routing the form, so only enter one email accurately or it will not be processed.

Student Information

EMPLID*	First Name*	Last Name*	Email*
		Academic Plan	Academic Plan Description

Please provide the course information requested below:

Term*	Year*	Faculty Email*

Please make sure to include the full @wcupa.edu email
address of the Faculty Member for proper routing of form.

- Upload documentation that will help clearly define and support your request.

Supplemental Information

Please upload any supplemental documentation you feel necessary for this request. This is not required.

Attach Document

Please Note: If you receive the message "Upload Failed" when attempting to attach your document, please check the file extension. Only .jpeg/.jpg, .tff/.tiff, and PDF files can be accepted with this form. Images taken with mobile devices that are not converted to .jpeg/.jpg, .tff/.tiff, and PDF are not compatible with this form.

- Click the Submit button.

Submit

- You will receive an email confirmation in your WCU email account once the form has been processed.