

THE UNIVERSITY OF TOLEDO
PROCEDURE FOR CREDIT BY EXAM

1. Student must submit the "Petition for Permission to Take *An Advanced Standing For Work Done In Absentia* Form to:
 - a) A faculty member willing to work with the student
 - b) The Chair of the Department in which the course is housed
 - c) The Dean of the College offering the course.
2. After obtaining all 3 of the above signatures, student takes the form to Office of Finance and pay the current examination application fee (\$100).
3. After paying the fee, student takes the paid application to the instructor of the course in which the exam is to be taken.
4. After exam is completed and if passed, the faculty member will record on the application the grade earned by the student.
5. Student then presents the application with the earned grade recorded to the Office of Finance in order to make payment of the current per credit hour fee to be charged for examinations which are passed.
6. Student then forwards the examination application course fees paid to Records Office where grade will be posted on the student's transcript

 <p>College of HSHS - Student Services The University of Toledo 2801 W Bancroft Toledo, OH 43606-3390</p>	<p>Sharon Periat Director of Student Services/Records Specialist CHSHS Student Services sharon.periat@utoledo.edu</p> <p>Office Phone: 419.530.5306 Office Fax: 419.530.5366</p>
--	--