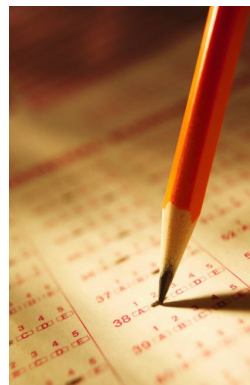


## Credit by Exam

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Not all courses allow credit by examination (3530 *Selected Topics*, 3500 *Independent Studies*, and 4900 *Internships*, to name but a few), but many do. Students who wish to challenge a regularly listed course should consult with the department chairperson of the course in question.

If the department chair agrees to make an exam available, a fee of \$50 must be paid to the Cashier's Office in the John E. Thomas Building. The student must submit the **original** receipt to the department chair with the Credit by Exam form (found at: <http://cas.appstate.edu/students/student-forms>). After the exam, the form and the receipt should be sent to the Dean's Office of the course via campus mail; **students should NOT handle the form.**



Credit by examination may not be used to repeat a course.

If the examination is passed, credit without grade will be noted on the student's transcript. If the examination is not passed, no notation is made on the transcript.

Credit by exam does NOT count as in residence or in the 50 hours required at a 4-year institution.

<http://www.cas.appstate.edu/students/undergraduate-academic-services>



### Official Transcripts

Students can request a copy of their official transcript by mailing or faxing a written release form to the Registrar's Office. Release forms can be found on the Registrar's homepage under the electronic forms link.

### Unofficial Transcripts

From the Student Services menu in AppalNET, the Student Records option allows students direct access to view their Appalachian State unofficial transcript. In addition, the student involvement transcript is available, which reflects extracurricular activities and honors awarded.