

Granting Credit by Exam

Students have the option of satisfying course requirements by examination. You can process test credit in a manner similar to transfer course credit. You can articulate the test credit to any term in which the student is active (that is, the student has a valid term activation) and can associate the test credit with any active class in the course catalog. These instructions will guide you through this process.

1.	Navigate to the Records and Enrollment > Transfer Credit Evaluation > Test Credits - Manual	
2.	If the student has test credit of any kind, search for an existing record. On the Find an Existing Value page, enter the credit by exam data and click .	
	dd a New Value tab. On the Add a New Value page, enter the following information:	
	In Academic Career, select the academic career. In Academic Institution, enter BKOMP	
	Click the .	

3. On the Test Credit Entry page, enter the following information:

In the Model Nbr, leave the default value In the Transcript Level box, select

In the Academic Program box, select the apT089089 286.37FF 9.96 Tf1 0 0 1 259.01 370.39 Tm08, 242.69

