



# Marquette Credit by Exam (MCBE)

Purpose: used by undergraduate students to request test credit via credit by exam, in lieu of enrolling in a particular course.

### Student Instructions

- Review the [Marquette Credit by Exam policy](#) in the Undergraduate Bulletin.
- Complete Sections 1 and 2 of this form using a computer.
  - a **handwritten form will not be accepted.**
  - an incomplete form will not be processed and will be returned to you for completion.
- Print the form using the 'Print Form' button.
- Sign the form in Section 3; a digital signature is **not** acceptable.
- Take the form to your home college.
- If applicable, upon notification from the home college: take the form to the college of the course.
- Take the completed form with the college(s) signatures and the Cash Receipt Voucher (CRV) provided by the college to Marquette Central and pay the \$150.00 non-refundable fee.
- Take the form, signed by MU Central to the college offering the exam.

### Home College Instructions

- Review criteria for MCBE as per policy.
- Confer with college of the course, if applicable.
- Complete and sign in Section 4.
- If approved and administering the MCBE, refer to the College Administering the MCBE Instructions.
- If approved and not administering the MCBE, send the form to the college offering the exam.
- If not approved, scan only the form to OTR via ImageNow and notify the student.

### College Administering the MCBE Instructions

- Sign the form and provide a completed Cash Receipt Voucher (CRV) to the student.
- After** payment has been verified, give the exam to the student.
- In Section 5 check appropriate box and inform the student of the results.
- Scan the graded exam and this form to OTR via ImageNow (the CRV is not needed), regardless of the outcome of the test.

### MU Central Instructions

- Collect the non-refundable fee.
- Complete and sign in Section 4.
- Return the form to the student to use as a receipt.
- Send the CRV to the Comptroller.

### Section 1: Student Information

Full Name \_\_\_\_\_  
*Last name, First name, Middle name*

MUID \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ @marquette.edu

Home College \_\_\_\_\_ Major \_\_\_\_\_

### Section 2: Course Information

Marquette Subject/Number \_\_\_\_\_ Course Title \_\_\_\_\_  
*e.g. HIST 1001*

### Section 3: Student Statement/Signature

*I have read and understand the Marquette Credit by Exam policy and hereby request permission to take the above named course via a credit by exam. I understand that the fee for this exam is due before the exam is taken and is also non-refundable, regardless of the grade I earn. Furthermore, I acknowledge that the credit by exam will not be included in my enrollment status (e.g., full-time, part-time) for financial aid purposes. Finally, I take full responsibility for any university and/or college degree requirements that may be affected by my taking of this exam in exchange for enrollment in the class.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section 4: Required Signatures

Home College of Student

Qualified  Not Qualified

Rationale, if not qualified \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

College offering the course (if different from home college) \_\_\_\_\_ Date \_\_\_\_\_

MU Central - fee paid on (date) \_\_\_\_\_

### Section 5: Result of MCBE (check one)

Pass (C or better)  Fail