



# Credit by Evaluation

Return to:  
 MSOE Registrar's Office  
 1025 North Broadway  
 Milwaukee, WI 53202-3109

Room: CC-365  
 Phone: (414) 277-7215  
 Fax: (414) 277-6914  
 Scan and email: registrar@msoe.edu

## Credit by Evaluation

While most external credit is granted via transfer credit or credit by exam, there are a small number of circumstances that are best assessed by some other type of evaluation. Credit by Evaluation is available upon recommendation of the appropriate academic chairperson. The student must have completed approximately 80 percent of the course material in a learning environment, or 60 percent of the course material plus have appropriate work experience in the same content area. Credit is not evaluated on the basis of work experience alone. Credits earned by evaluation are not considered credits earned in residence at MSOE.

Students who meet the below criteria are not eligible for Credit by Evaluation:

- The student has dropped or failed the class at MSOE.
- The student has earned a non-transferable grade less than a C in an equivalent course at another university.

Procedures for requesting Credit by Evaluation:

1. The student must contact the academic chairperson in the area in which he or she would like work evaluated to determine if the student has sufficient background for pursuing credit by evaluation. The student should provide any available documentation of course work completed in this content area to the chairperson at this time (transcripts, certificates, syllabi, course descriptions, etc.)

2. The chairperson is responsible for selecting the instructor who will evaluate the work and the method that will be used for evaluation. The instructor will submit an evaluation rubric and grading scale for approval by the chairperson. The evaluation rubric will clearly demonstrate how the course learning outcomes will be evaluated.
3. The instructor should review the course learning outcomes and the expectations of the evaluation with the student.
4. The non-refundable fee must be paid to the Student Accounts Office prior to the evaluation. The Student Accounts Office will then sign the appropriate section of the approval form indicating that the fee has been paid.
5. Once the evaluation is completed, the instructor will complete the Credit by Evaluation form with the appropriate grade. The completed form, the completed evaluation rubric, the grading scale used for the rubric, and any other evaluation documentation should be submitted to the chairperson within seven days of the evaluation. A minimum grade of C (or equivalent) is required to earn credit.
6. The academic chair will complete the form and forward it to the Registrar's Office for processing.

### Section to be completed by student

Name \_\_\_\_\_ Student number \_\_\_\_\_

I am requesting that I be able to take Credit by Examination for the course \_\_\_\_\_, which I did not receive credit for when I entered MSOE. I have attached a supporting letter confirming background in course subject matter.

### Section to be completed by academic chairperson

Instructor who will administer examination \_\_\_\_\_

Chairperson's signature \_\_\_\_\_ Date \_\_\_\_\_

Method of evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section to be completed by Student Accounts Office**

This student has paid the exam fee and should be allowed to take the examination.

Student Accounts signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM SHOULD NOW BE GIVEN DIRECTLY TO THE INSTRUCTOR WHO WILL ADMINISTER THE EXAMINATION.**

**Section to be completed by the instructor administering the examination**

\_\_\_\_\_ has just completed the examination for the course  
(Student)

\_\_\_\_\_ and received a grade of \_\_\_\_\_ (must be 77 or above.)  
(Course name)

and  should  should not be awarded advanced credit for the course.

**The examination should be sent to the Registrar's Office to be kept on file.**

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson approval \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM SHOULD NOW BE FORWARDED TO THE REGISTRAR'S OFFICE**

**Section to be completed by Registrar's Office**

\_\_\_\_\_ should be paid for administering this examination for  
(Instructor)

\_\_\_\_\_  
(Course)

Registrar's signature \_\_\_\_\_ Date \_\_\_\_\_