

ADVANCED PLACEMENT CREDIT FORM

Northern Michigan University
Marquette, Michigan

I RECOMMEND AND AUTHORIZE THAT ADVANCED PLACEMENT CREDIT BE GRANTED TO:

(Last) (First) (M) IN Number

Major: _____ Minor: _____

COURSE(S) TO BE USED IN:

Liberal Studies _____ Major _____ Minor _____ *General elective _____

<u>Course I.D. No.</u>	<u>Course Title</u>	<u>Score if Applicable</u>	<u>Semester Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CREDIT IS BEING GRANTED AS A RESULT OF:

- _____ Departmental Testing
- _____ Previous Training or Experience
- _____ National Testing Programs (CEEB, CLEP, NLN, Other _____)
- _____ Other (explain) _____

_____ Date Signature of Department Head

_____ Department Name

Please return this form to the Records Office, Room 2202, C.B. Hedgcock Building. (Retain one copy for your records.)

*See Item 10 on reverse side

_____ Date Registrar's Office Approval

REGULATIONS GOVERNING ADVANCED PLACEMENT

1. The applicant must be admitted and enrolled at NMU.
2. Course Prerequisites, if any, must be met before credit by examination will be considered for course equivalency and credit.
3. Credit will not be awarded for any course below the level of a course for which the student already has credit or in which the student is currently enrolled unless approval in writing is obtained through department head or appropriate departmental committee.
4. "Special Topics" or "Directed Studies" courses are excluded from credit through advanced placement.
5. Departments may exclude any departmental course credit by examination.
6. Departments have a choice of: A) giving a comprehensive examination; B) requiring extensive documentation of previous life and/or educational experience; or requiring both A) and B).
7. Students may not receive advanced placement credit for a course in which they were previously enrolled.
8. At the department's discretion, CLEP and APP tests may be used.
9. Advanced placement credit will be awarded with the following limitations:
 - a. A maximum of 32 credits for a baccalaureate degree;
 - b. A maximum of 16 credits for an associate degree
 - c. A maximum of 8 credits for a one year certificate.
10. Credit by departmental examination can be applied toward a degree if it: A) fulfills a liberal studies requirement or B) fulfills a major or minor requirement. Credit that is not covered under A and B can only be used for a degree if approved in writing by the student's major department. (See approval form below.)
11. Credit by examination transferred from an accredited college or university will be granted and is included as part of credit hour totals on the transcript.
12. A maximum of 64 semester hours of credit can be transferred from less than baccalaureate degree granting institutions. This limitation applies to all types of credit including credit by examination.
13. Credit by examination for courses equivalent to upper division courses (300-400 level) at NMU can only be transferred if written approval is granted by the departments.
14. Once a student has enrolled at NMU, credit cannot be earned by examination through another institution unless approved in advance by NMU.

APPROVAL OF MAJOR DEPARTMENT TO USE COURSE(S) AS GENERAL ELECTIVE CREDIT:

I authorize _____ to use the following courses as general elective credit or minor: _____

Date

Signature of Department Head