IF YOU DECIDE TO PURSUE THE
DEPARTMENTAL CRE,
PLEASE CALL MARY SHERMAN
978-6229

THESE MATERIALS ARE DISTRIBUTED TO STUDENTS
WHO INQUIRE ABOUT RECEIVING
CREDIT BY EXAM FOR ENGLISH 210, BUSINESS AND
TECHNICAL WRITING
DEPARTMENT OF ENGLISH

CREDIT BY EXAM CONSENT FORM

DATE: ______________________________________

NAME: _____________________________________

SOCIAL SECURITY: __________________________

has permission to take the English 210 Essay Test for Credit by Examination.

_________________________________________
Karen Burge
Assistant Director of the Writing Program
CREDIT BY EXAMINATION

Individuals admitted to Wichita State University may earn credit for English 210 by departmental examination. The WSU Catalog provides the following guidelines for credit by examination:

- The grade recorded for credit earned by examination is CrE, and it is recorded on a student’s transcript after enrollment in the University.
- Students may not take a credit-by-examination test for credit in a course in which they have previously enrolled unless they received a W for the course.
- Students may not retake any such examination.
- Students may not request an examination for course credit in a course for which they do not have the stated prerequisite credit.
- Credit earned by examination is treated exactly like that earned by class enrollment for internal purposes at Wichita State (class standing, completion of course prerequisites, college requirements, etc.).
- Fees are assessed to cover the costs of administering examinations and must be paid before the examination is taken.
- All credit by examination is subject to University policies and will be reviewed by the Registrar before being placed on the transcript.

In addition, please note these guidelines:

- A Credit by Exam test will not be administered to a student currently enrolled in the course.
- Credit received cannot transfer to other institutions in most instances.
- The departmental exam for credit is administered from August 15 to December 1 and January 15 to May 1.
- Processing time may be three weeks from the time all materials are received into the English Department.

I have read and understand the guidelines above.

Date: _________________________________

Name: _________________________________

Social Security Number: ____________________

Phone Number: __________________________
I. PROCEDURES FOR TAKING A DEPARTMENTAL EXAM FOR CREDIT BY EXAM:

1. The student contacts the English Department, 978-3130, for a packet of information about the exam.

2. The student discusses the CRE procedures and exam with Karen Burge, 978-6414, and obtains a signed consent form.

3. The student pays the Testing Fees at the WSU Cashier’s window on the second floor of Jardine Hall, or in the Counseling and Testing Center, 320 Grace Wilkie, 978-3440.

4. The student takes the receipt of that payment and the signed consent form to the WSU Counseling & Testing Center where the Credit Report Form is processed and sent to the English Department.

5. The student makes an appointment at the Counseling and Testing Center to take the final exam, and takes the exam as scheduled.

6. The student provides Karen Burge, English Department, with a portfolio containing four assignments and a cover letter, as described in this document.

7. Write a final that follows the format for WSU’s English 210 final exam.

8. After the final exam is taken, representatives from the English and Business departments evaluate the portfolio and the exam and complete the Credit Report Form.

9. The Credit Report Form is sent to the Counseling & Testing Center for processing and distribution.

10. The student receives a copy of the completed form in the mail. Processing time after the student completes the exam is three weeks.

II. CREDIT BY EXAM, ENGLISH 210 PORTFOLIO REQUIREMENTS:

2. Submit a cover letter for the portfolio in which the student provides:

1. Memo assignment

2. Proposal assignment

3. Process assignment

4. Resume

VIII. CREDIT BY EXAMINATION
ENGLISH 210 PORTFOLIO EVALUATION PROCEDURES

1. The projects and cover letter must be submitted in a large manila envelope to the Assistant Director of the Writing Program in the Department of English.
2. Essay exams will be forwarded to the Assistant Director by the Counseling and Testing Center.

3. Each portfolio will be read and evaluated by one member each of the English Department and Business Department or by other readers designated by the Assistant Director.

4. Readers will use a ten-point scale to evaluate each project.

5. Each project, the final exam, and the cover letter are worth twenty points each for a total of 110 points.