IF YOU DECIDE TO PURSUE THE
DEPARTMENTAL CRE,
PLEASE CALL KAREN BURGE
978-6414

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

NAME:______________________________

SOCIAL SECURITY:____________________

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

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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 not administered from January 1-15, from May
15 - September 1, or from December 15-January 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 exam 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

III. CREDIT BY EXAM, ENGLISH 210 FINAL EXAM REQUIREMENTS:

The exam is administered in the Counseling and Testing Center. The student is responsible for making arrangements and paying fees to take the exam.
IV. CREDIT BY EXAMINATION
ENGLISH 210 PORTFOLIO EVALUATION PROCEDURES:

1. The portfolio assignments 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 twenty-point scale to evaluate each project, except the final exam.

5. The final exam will be worth 100 points. Students must score at least 70% on the final exam to pass and score 80% overall.