University Information Technology Services
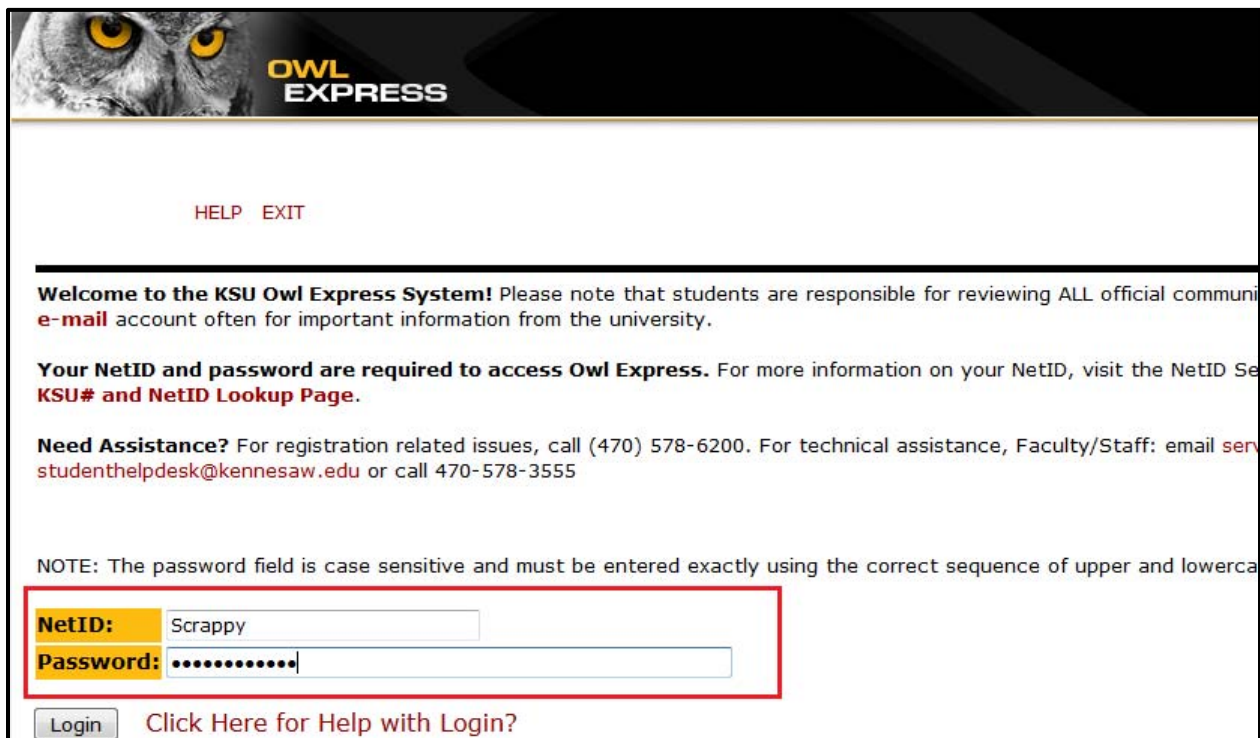
Enterprise Systems and Services

Student Credit By Examination Application on Owl Express

Students can use the *Credit By Examination Request Form* on Owl Express to submit an exam request for the desired Course Subject area.

1. Login to Owl Express with your credentials (see Figure 1).
(https://owlexpress.kennesaw.edu/prodban/twbkwbis.P_WWWLogin)

Figure 1 – Log in to Owl Express

2. Go to **Student Services** tab and click on *Credit by Examination Request Form* (see Figure 2).

Figure 2 – Click Credit by Examination Link

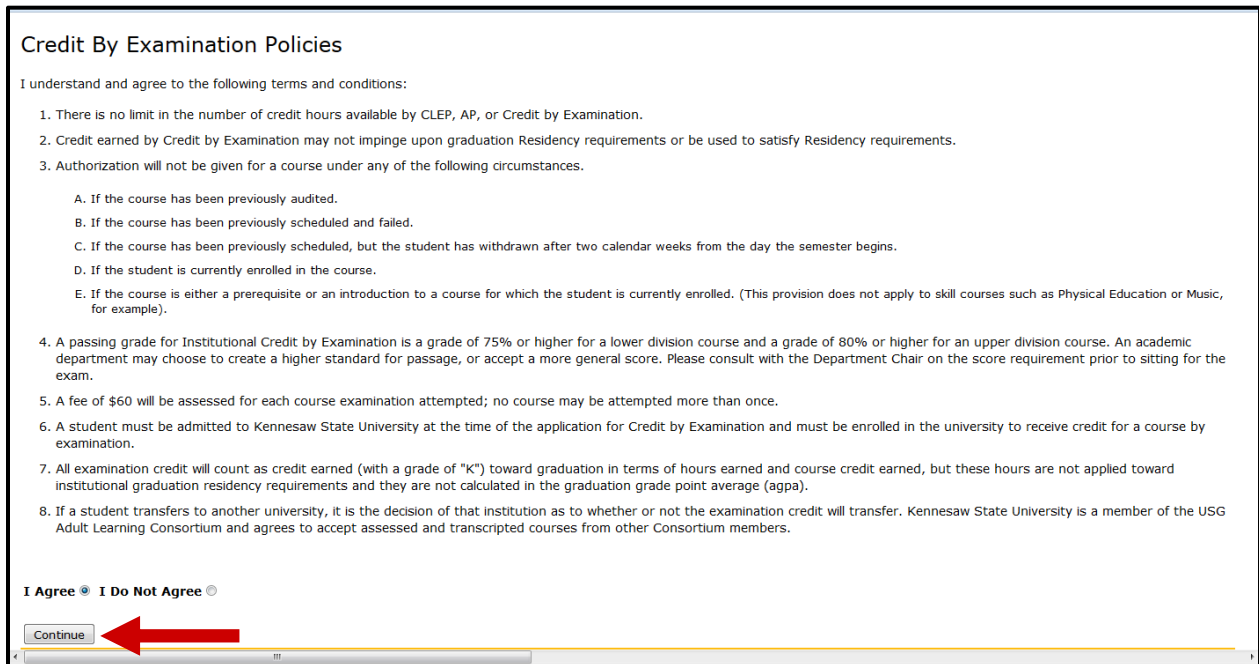3. Read the *Credit By Examination Policies* and then click **Continue** (see Figure 3).

Figure 3 – Read Policies and Click Continue

4. The first page of Credit By Examination Application will be displayed. Select the Course Subject area for which you would like to request an exam (see Figure 4).

Figure 4 – Select Course Subject area from dropdown

5. After selecting the desired Course Subject area, click **Next** (see Figure 5).

Figure 5 – Click Next

6. In case any of the University Requirement(s) are NOT satisfied, an *Eligibility Page* will be shown with the details (see Figure 6a).

An email is also sent to the student's KSU email with the details of why the request could not be completed (see Figure 6b).
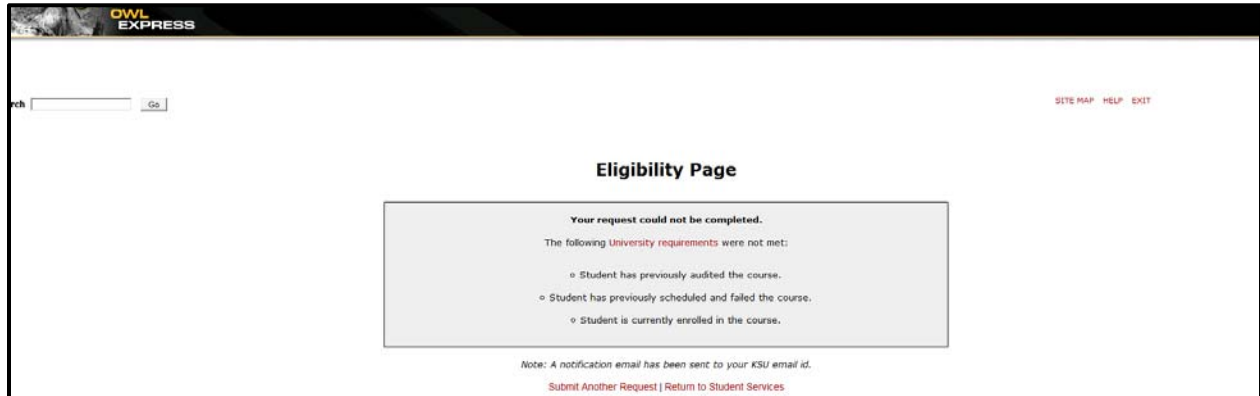

Figure 6a – Eligibility Page

From: pla@kennesaw.edu [mailto:pla@kennesaw.edu]
Sent: Tuesday, April 26, 2016 6:54 AM
To: lvijayar@kennesaw.edu
Subject: Credit By Examination : Eligibility

Dear Limna Vijayarajan,

Your request could not be completed.

The following University requirements were not met:

- o Student has previously audited the course.
- o Student has previously scheduled and failed the course.
- o Student is currently enrolled in the course.

Please review the policies associated with Credit By Examination at http://pla.kennesaw.edu

If additional assistance is requested, please contact the university Prior Learning Assessment coordinator at PLA@kennesaw.edu.

Figure 6b – Eligibility Email to student

7. If all University Requirement(s) are met, then a second page is displayed to enter additional details (see Figure 7).

Figure 7 – Second Page for additional details

8. In the *Qualifications* textbox, provide description of qualifications for the selected Course Subject area. Click **Submit** (see Figure 8).

Figure 8 – Provide Qualifications and click Submit

9. If you no longer wish to continue with the application, click **Cancel** to go back to the previous page (see Figure 9).

Figure 9 – Click Cancel

10. After *Submit* button is clicked, a *Confirmation Page* will be shown with the details of the request (see Figure 10a). Also, a confirmation email is sent to the student's KSU emailid with the request details.

The request will then be sent to the Department Approver associated with the Course Subject area for review and approval. Also an Email is sent to the Department Approver notifying of the student's request (see Figure 10b and 10c).

Figure 10a – Confirmation Page

From: pla@kennesaw.edu [mailto:pla@kennesaw.edu]
Sent: Monday, April 25, 2016 4:33 PM
To: lvijayar@kennesaw.edu
Subject: Credit By Examination : Confirmation

Dear Limna Vijayarajan,

The following request has been submitted:

Course Title: Intro to Afr & Afr Diasp Studi
Course Subject Code and Number: AADS-1101
Credit Hours: 3
Request Date: 04/25/2016
Description of Qualifications:
I have completed an online training in this area. Please consider my application.

Your request will be reviewed by the academic department associated with the course. Please allow ten business days from the date of receipt.

If additional assistance is requested, please contact the university Prior Learning Assessment coordinator at PLA@kennesaw.edu.

Figure 10b – Confirmation Email to student

From: pla@kennesaw.edu [mailto:pla@kennesaw.edu]
Sent: Monday, April 25, 2016 4:43 PM
To: lvijayar@kennesaw.edu
Subject: Credit By Examination : Student Request

Dear Limna Vijayarajan,

Limna Vijayarajan (KSU# 000524191) has requested approval for AADS-1101, Intro to Afr & Afr Diasp Studi, Credit by Examination.

Please login to KSU Connect to review the application and render your decision. Comments are required if the request is denied.

Please complete your review within ten business days from the date of receipt.

Figure 10c – Notification Email to Department Approver(s)