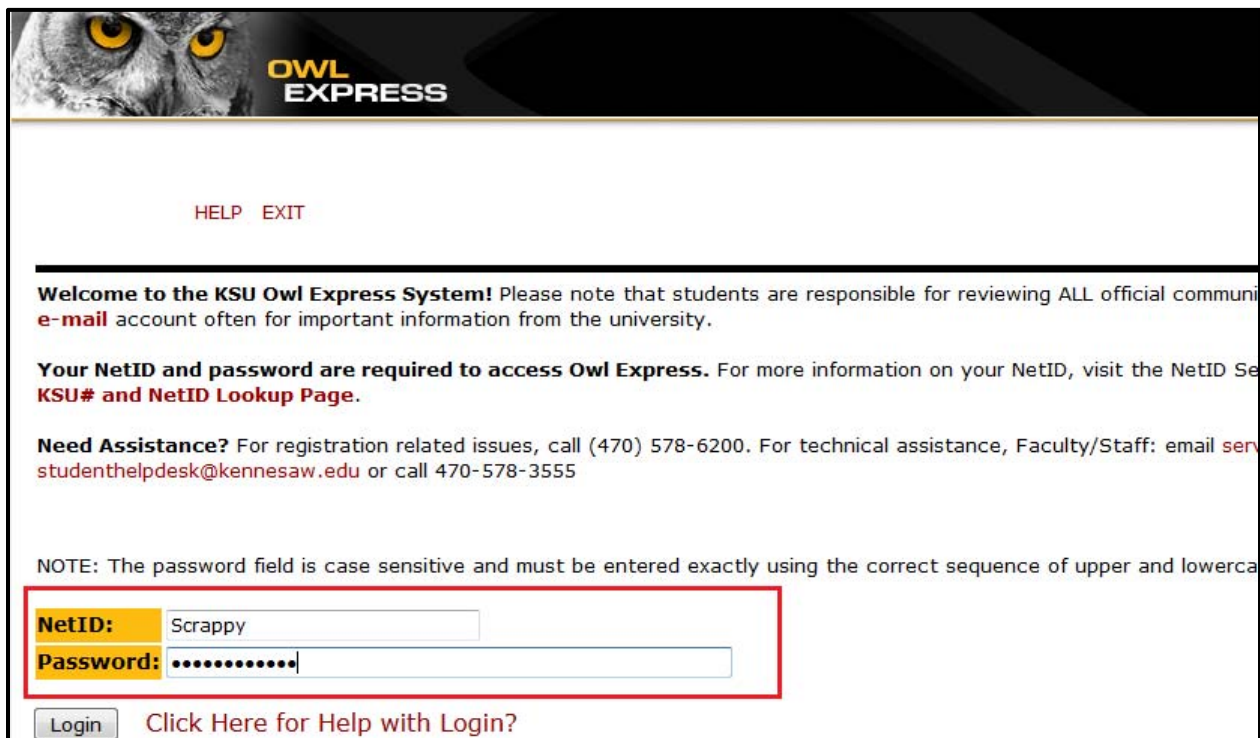


Student Credit By Examination Application on Owl Express

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)



HELP EXIT

Welcome to the KSU Owl Express System! Please note that students are responsible for reviewing ALL official community e-mail account often for important information from the university.

Your NetID and password are required to access Owl Express. For more information on your NetID, visit the [NetID Search](#), [KSU# and NetID Lookup Page](#).

Need Assistance? For registration related issues, call (470) 578-6200. For technical assistance, Faculty/Staff: email service@kennesaw.edu or call 470-578-3555

NOTE: The password field is case sensitive and must be entered exactly using the correct sequence of upper and lowercase letters.

NetID:

Password:

Login [Click Here for Help with Login?](#)

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).

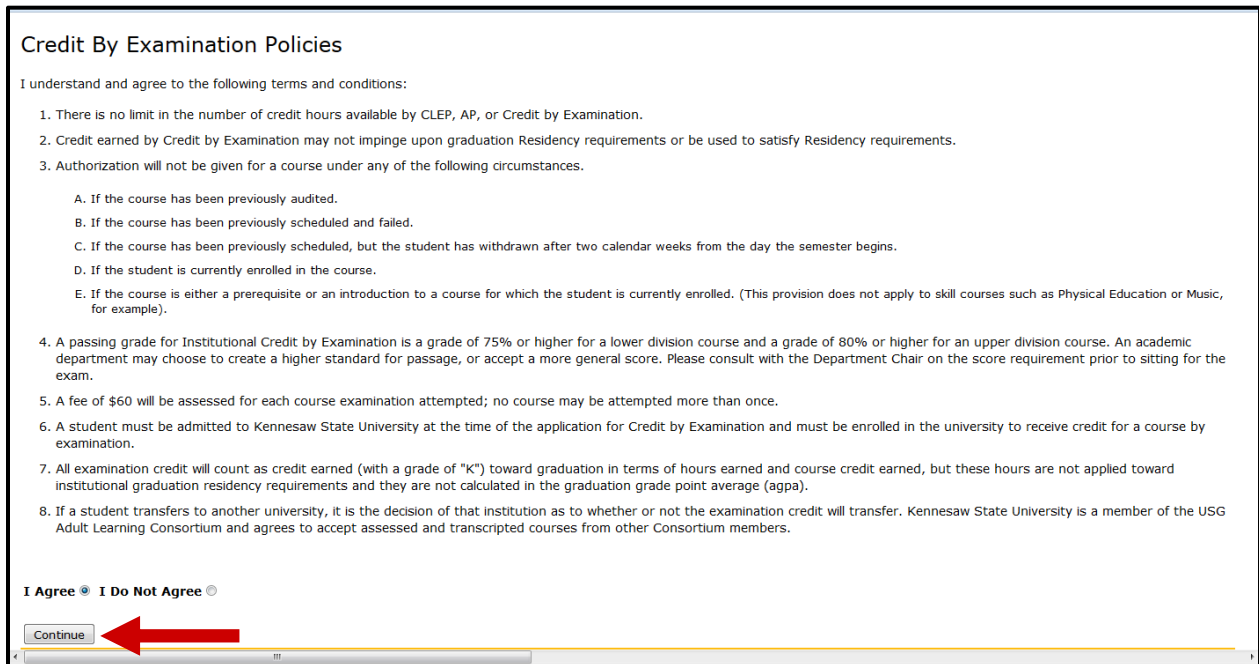


Figure 3 – Read Policies and Click Continue

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).

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

[RETURN TO Student Services](#)

**APPLICATION FOR CREDIT BY EXAMINATION
KENNESAW STATE UNIVERSITY**

Please select the Course subject area for which you would like to request an exam.

Select Course:

Figure 4 – Select Course Subject area from dropdown

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

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

[RETURN TO Student Services](#)

**APPLICATION FOR CREDIT BY EXAMINATION
KENNESAW STATE UNIVERSITY**

Please select the Course subject area for which you would like to request an exam.

Select Course:

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).

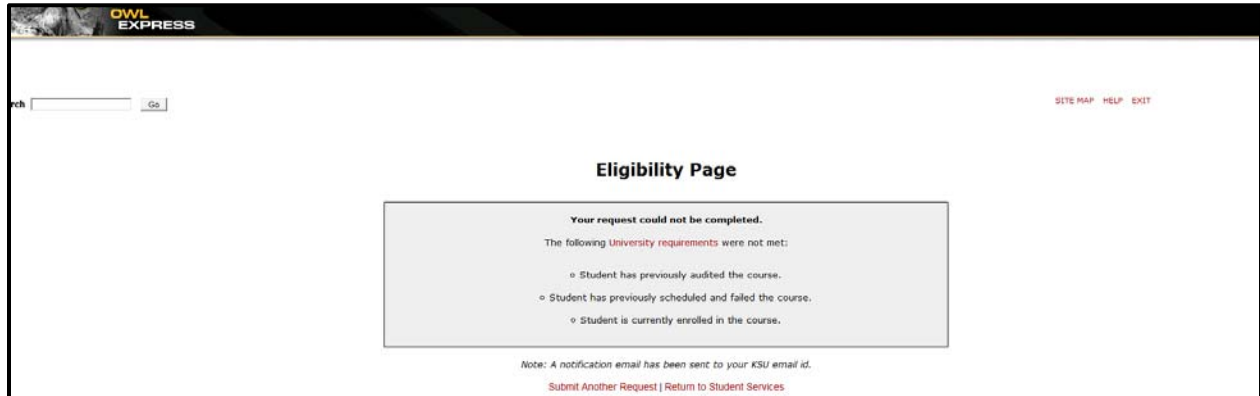


Figure 6a – Eligibility Page

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:

- Student has previously audited the course.
- Student has previously scheduled and failed the course.
- 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).

Search [SITE MAP](#) [HELP](#) [EXIT](#) [RETURN TO Student Services](#)

**APPLICATION FOR CREDIT BY EXAMINATION
KENNESAW STATE UNIVERSITY**

This form is provided for KSU students who wish to request Credit by Examination through the Office of the Registrar.

* denotes required field

KSU ID/Name: 000524191 / Vijayarajan, Limna KSU Email: essvendor@kennesaw.edu

Course Subject-Number: ACCT-3396 Address: 700 Stuart Ct
Alpharetta, GA 30004

Course Title: Cooperative Study Phone #: (123) 456-7890

Credit Hours: 1

*Qualifications:

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).

Search [SITE MAP](#) [HELP](#) [EXIT](#) [RETURN TO Student Services](#)

**APPLICATION FOR CREDIT BY EXAMINATION
KENNESAW STATE UNIVERSITY**

This form is provided for KSU students who wish to request Credit by Examination through the Office of the Registrar.

* denotes required field

KSU ID/Name: 000524191 / Vijayarajan, Limna KSU Email: essvendor@kennesaw.edu

Course Subject-Number: ACCT-3396 Address: 700 Stuart Ct
Alpharetta, GA 30004

Course Title: Cooperative Study Phone #: (123) 456-7890

Credit Hours: 1

*Qualifications:

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).

Search [SITE MAP](#) [HELP](#) [EXIT](#)

[RETURN TO Student Services](#)

**APPLICATION FOR CREDIT BY EXAMINATION
KENNESAW STATE UNIVERSITY**

This form is provided for KSU students who wish to request Credit by Examination through the Office of the Registrar.

* denotes required field

KSU ID/Name:	000524191 / Vijayarajan, Limna	KSU Email:	essvendor@kennesaw.edu
Course Subject-Number:	ACCT-3396	Address:	700 Stuart Ct Alpharetta, GA 30004
Course Title:	Cooperative Study	Phone #:	(123) 456-7890
Credit Hours:	1		

*Qualifications:

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).

[SITE MAP](#) [HELP](#) [EXIT](#)

Search

Confirmation Page

The following request has been submitted:

Course Title: Intro to Afr & Afr Diasp Studi

Course Subject Code and Number: AADS-1101

Credit Hours: 3

Description of Qualifications:

I have completed an online training in this area. Please consider my application.

Request Date: 04/25/2016

Note: A confirmation email has been sent to your KSU email id.

[Submit Another Request](#) | [Return to Student Services](#)

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)