

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)

OWL EXPRESS	
HELP EXIT	
Welcome to the KSU Owl Express System! Please note that studen e-mail account often for important information from the university.	nts are responsible for reviewing ALL official communi
Your NetID and password are required to access Owl Express. F KSU# and NetID Lookup Page.	or more information on your NetID, visit the NetID Se
Need Assistance? For registration related issues, call (470) 578-620 studenthelpdesk@kennesaw.edu or call 470-578-3555	00. For technical assistance, Faculty/Staff: email ser
NOTE: The password field is case sensitive and must be entered exact NetID: Scrappy	ctly using the correct sequence of upper and lowerca
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).

Conditions Francisco time Deliving
Credit By Examination Policies
I understand and agree to the following terms and conditions:
1. There is no limit in the number of credit hours available by CLEP, AP, or Credit by Examination.
2. Credit earned by Credit by Examination may not impinge upon graduation Residency requirements or be used to satisfy Residency requirements.
3. Authorization will not be given for a course under any of the following circumstances.
A. If the course has been previously audited.
B. If the course has been previously scheduled and failed.
C. If the course has been previously scheduled, but the student has withdrawn after two calendar weeks from the day the semester begins.
D. If the student is currently enrolled in the course.
E. If the course is either a prerequisite or an introduction to a course for which the student is currently enrolled. (This provision does not apply to skill courses such as Physical Education or Music, for example).
4. A passing grade for Institutional Credit by Examination is a grade of 75% or higher for a lower division course and a grade of 80% or higher for an upper division course. An academic department may choose to create a higher standard for passage, or accept a more general score. Please consult with the Department Chair on the score requirement prior to sitting for the exam.
5. A fee of \$60 will be assessed for each course examination attempted; no course may be attempted more than once.
6. A student must be admitted to Kennesaw State University at the time of the application for Credit by Examination and must be enrolled in the university to receive credit for a course by examination.
 All examination credit will count as credit earned (with a grade of "K") toward graduation in terms of hours earned and course credit earned, but these hours are not applied toward institutional graduation residency requirements and they are not calculated in the graduation grade point average (agpa).
8. If a student transfers to another university, it is the decision of that institution as to whether or not the examination credit will transfer. Kennesaw State University is a member of the USG Adult Learning Consortium and agrees to accept assessed and transcripted courses from other Consortium members.
I Agree 🖲 I Do Not Agree 🕥
Continue

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).

OWL EXPRESS		
Search Go	SITE MAP HELP EXIT	
	APPLICATION FOR CREDIT BY EXAMINATION KENNESAW STATE UNIVERSITY Please select the Course subject area for which you would like to request an exam.	RETURN TO Student Services
	Select Course: AADS-1101 -	
	Next	

Figure 4 – Select Course Subject area from dropdown

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

OWL		
Search Go	SITE MAP HELP EXIT	
	APPLICATION FOR CREDIT BY EXAMINATION KENNESAW STATE UNIVERSITY Please select the Course subject area for which you would like to request an exam.	RETURN TO Student Services
	Select Course: ACCT-3396 -	
	Next	

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).

EXPRESS		
rch 60		SITE MAP HELP EXIT
	Eligibility Page	
	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.	
	Note: A notification email has been sent to your KSU email id.	5
	Submit Another Request Return to Student Services	

Figure 6a – Eligibility Page

 From: pla@kennesaw.edu [mailto:pla@kennesaw.edu]

 Sent: Tuesday, April 26, 2016 6:54 AM

 To: Ivijayar@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).

Search	Go		2	SITE MAP HELP EXIT		
		APPLICATION FOR CREDIT BY EX KENNESAW STATE UNIVER	CAMINATION RSITY		RETURN TO Student Services	
	This form is	provided for KSU students who wish to request Credit by Exa	amination throug	h 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		E
	Course Title:	Cooperative Study	Phone #:	(123) 456-7890		
	Credit Hours:	1				
	*Qualifications: Ple	ase provide description of qualifications in this area, limit resp	ponse to 400 wor	ds.		
		Submit Cancel				Ŧ

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).

Go		,	SITE MAP HELP EXIT	
	APPLICATION FOR CRI KENNESAW STA	EDIT BY EXAMINATION ATE UNIVERSITY	N	RETURN TO Student S
This form i	s provided for KSU students who wish to reques	t Credit by Examination throug	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: I	ave completed an online training in this area. Pl	lease consider my application.		
			(h)	
	Submit	Cancel		

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	Go		9	SITE MAP HELP EXIT	
		APPLICATION FOR CREDIT BY EX KENNESAW STATE UNIVE	XAMINATION RSITY		RETURN TO Student Services
	This form is	s provided for KSU students who wish to request Credit by Ex	amination through	n 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: I F	have completed an online training in this area. Please conside	r my application.		
		Submit Cancel			

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).

earch Go		SITE MAP HELP EXIT
	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 <u>PLA@kennesaw.edu</u>.

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 <u>KSU Connect</u> 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)