

Marquette Credit by Exam (MCBE)

Purpose: used by undergraduate students to request test credit via credit by exam, in lieu of enrolling in a particular course.

Student Instructions

1. Review the [Marquette Credit by Exam policy](#) in the Undergraduate Bulletin.
2. Complete Sections 1 and 2 of this form using a computer.
 - a. a handwritten form will not be accepted.
 - b. an incomplete form will not be processed and will be returned to you for completion.
3. Print the form using the 'Print Form' button.
4. Sign the form in Section 3; a digital signature is not acceptable.
5. Take the form to your home college.
6. If applicable, upon notification from the home college: take the form to the college of the course.
7. Take the completed form with the college(s) signatures and the Cash Receipt Voucher (CRV) provided by the college to Marquette Central and pay the \$150.00 non-refundable fee.
8. Take the form, signed by MU Central to the college offering the exam.

Home College Instructions

1. Review criteria for MCBE as per policy.
2. Confer with college of the course, if applicable.
3. Complete and sign in Section 4.
4. If approved and administering the MCBE, refer to the College Administering the MCBE Instructions.