

## 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](https://owlexpress.kennesaw.edu/prodban/twbkwbis.P_WWWLogin))

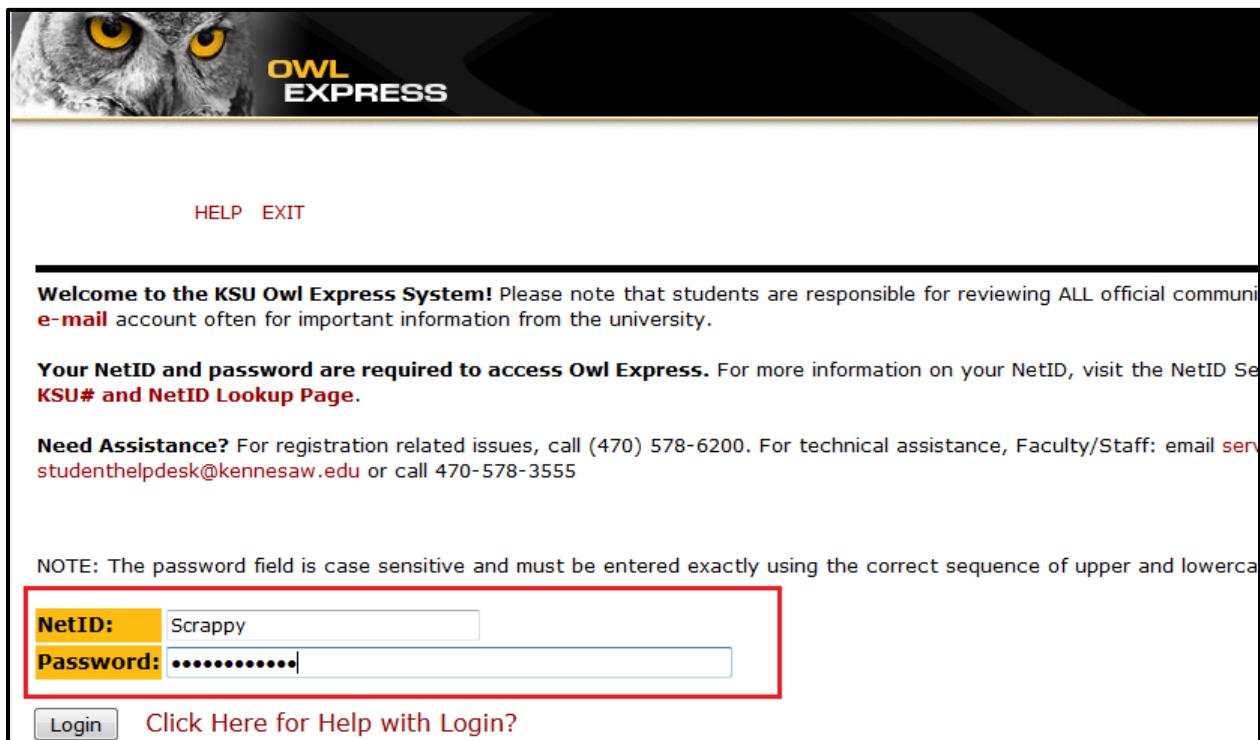


Figure 1 – Log in to Owl Express

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).

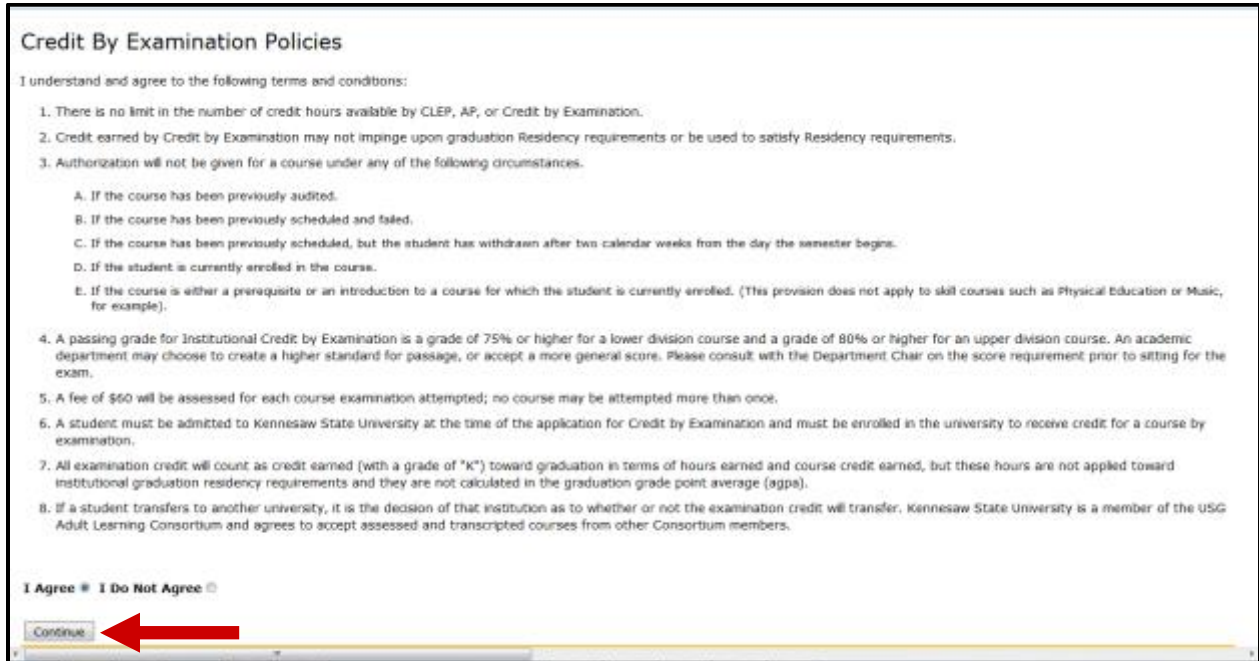


Figure 3 – Read Policies and Click Continue

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).

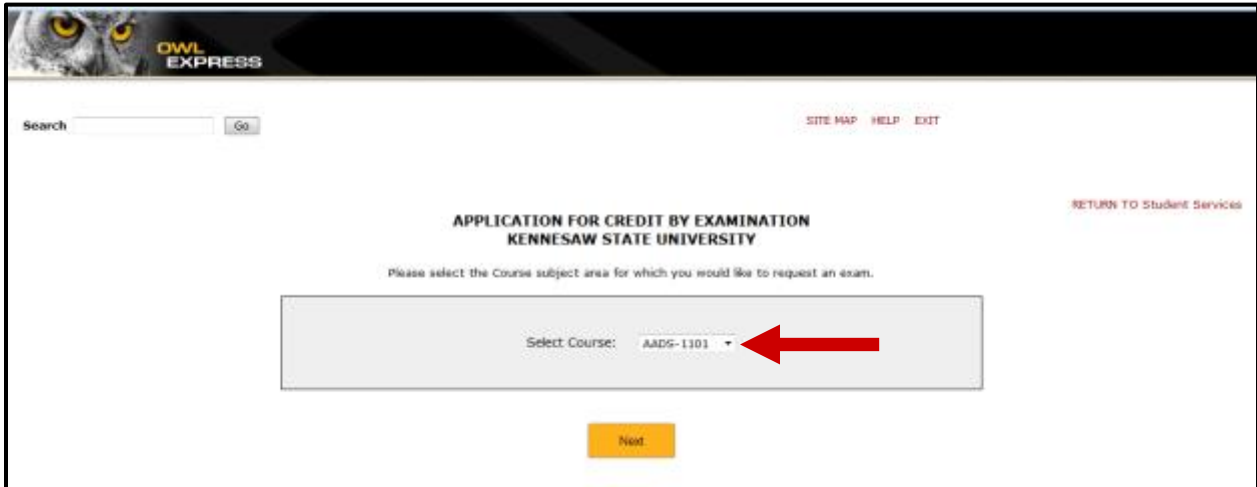


Figure 4 – Select Course Subject area from dropdown

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

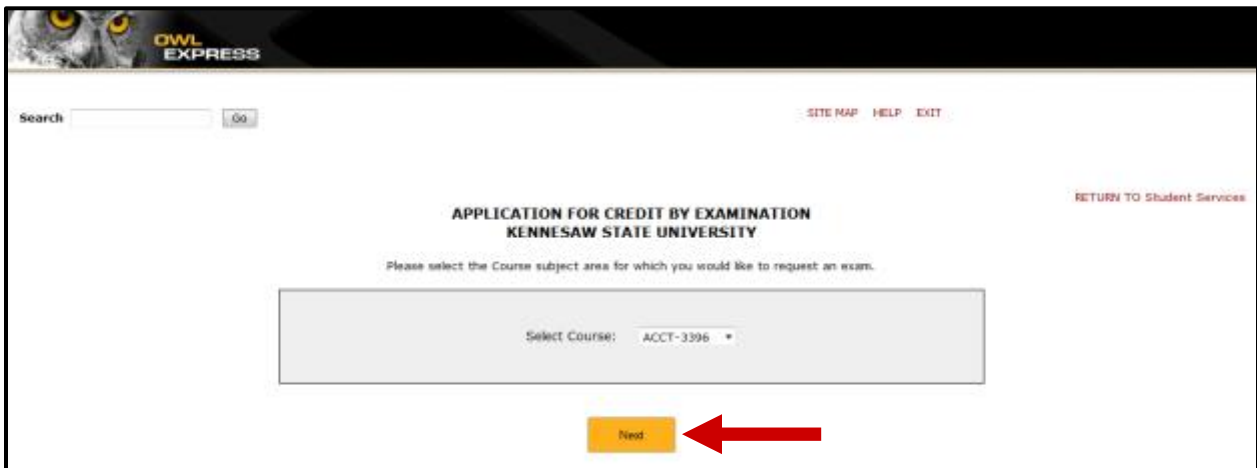


Figure 5 – Click Next

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).

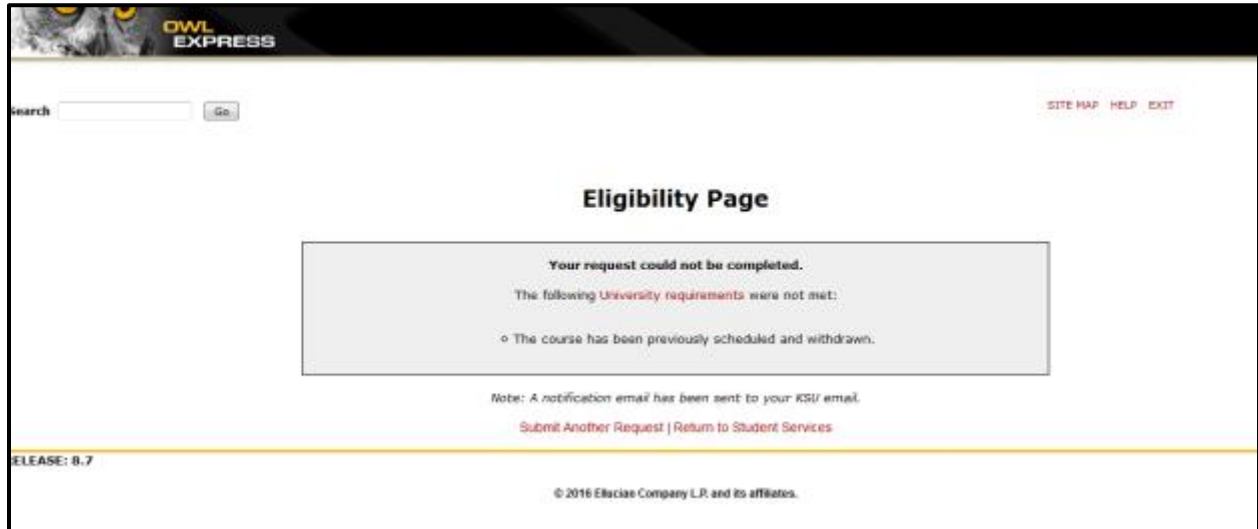


Figure 6a – Eligibility Page

**From:** pla@kennesaw.edu [mailto:pla@kennesaw.edu]  
**Sent:** Tuesday, April 26, 2016 6:54 AM  
**To:** lvijayar@kennesaw.edu  
**Subject:** Prior Learning Assessment : Eligibility

Dear Limna Vijayarajan,

**Your request could not be completed.**

The following University requirements were not met:

- The course has been previously scheduled and withdrawn.

Please review the policies associated with Prior Learning Assessment at <http://pla.kennesaw.edu/policy>

If additional assistance is needed, please contact the university Prior Learning Assessment coordinator at [PLA@kennesaw.edu](mailto:PLA@kennesaw.edu).

Dr. Laura McGrath  
Prior Learning Assessment Coordinator  
[Contact Us](#)

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).

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### 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.

\* please refer [Prior Learning Assessment - Departmental Plans](#) for further information.

KSU ID/Name:	000524191 / Vijayarajan, Linna	KSU Email:	essvondor@kennesaw.edu
Course Subject-Number:	ART-1107	Address:	700 Stuart Ct Alpharetta, GA 30004
Course Title:	Art in Society	Phone #:	(123) 456-7890
Credit Hours:	3		

**\*Qualifications:** Please provide description of qualifications in this area, limit response to 400 words.

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).

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### APPLICATION FOR CREDIT BY EXAMINATION KENNESAW STATE UNIVERSITY

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KSU ID/Name:	000524191 / Vijayarajan, Linna	KSU Email:	essvondor@kennesaw.edu
Course Subject-Number:	ART-1107	Address:	700 Stuart Ct Alpharetta, GA 30004
Course Title:	Art in Society	Phone #:	(123) 456-7890
Credit Hours:	3		

**\*Qualifications:** I have completed an Online training.

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).

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

[RETURN TO Student Services](#)

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

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KSU ID/Name:	000524191 / Vijayarajan, Linna	KSU Email:	essvondor@kennesaw.edu
Course Subject-Number:	ART-1107	Address:	700 Stuart Ct Alpharetta, GA 30004
Course Title:	Art in Society	Phone #:	(125) 456-7890
Credit Hours:	3		

\*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).

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**Confirmation Page**

**The following request has been submitted:**

Course Title: Art in Society  
Course Subject Code and Number: ART-1107  
Credit Hours: 3  
Description of Qualifications:  
I have completed an Online training.  
Request Date: 08/22/2016  
Request Type: Credit By Examination

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

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

RELEASE: 8.7

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:** Prior Learning Assessment : Confirmation

Dear Limna Vijayarajan,

**The following request has been submitted:**

Course Title: Art in Society  
Course Subject Code and Number: ART-1107  
Credit Hours: 3  
Request Date: 08/22/2016  
Request Type: Credit By Examination  
Description of Qualifications:  
*I have completed an Online training.*

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 needed, please contact the university Prior Learning Assessment coordinator at [PLA@kennesaw.edu](mailto:PLA@kennesaw.edu).

Dr. Laura McGrath  
Prior Learning Assessment Coordinator  
[Contact Us](#)

**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:** Prior Learning Assessment : Student Request

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.

Dr. Laura McGrath  
Prior Learning Assessment Coordinator  
[Contact Us](#)

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