The MIS 2223 Bypass Exam requires you to complete a hands-on, skills-based exam and a multiple-choice exam. The skills exam, consisting of approximately 30 questions per application, will evaluate your skills using Microsoft Word, Excel, PowerPoint, and Access, while the multiple-choice exam (100 questions) will test your knowledge of general computer concepts as covered in MIS 2223. Your bypass exam grade is calculated based on the following formula: concepts (50%) and applications (12.5% each).

There are two different procedures for the bypass process, the In-Course Bypass Exam (for students enrolled in MIS 2223) or Credit by Examination (for students NOT enrolled in MIS 2223). Please follow the appropriate directions. Note: Bypass exams are generally given after the second week of fall and spring semesters. The bypass exam is not given during summer sessions.

For the in-course bypass, any student who previously received a final grade of D or F in MIS 2223 or its equivalent cannot sit for the MIS 2223 bypass exam. Credit by examination is covered by university policy, which states that examinations are not permitted in courses in which a student has previously been enrolled as a regular student or as an auditor (see current course catalog). In any case, you may not take the bypass exam more than once.

Please direct questions to: Janice Knapp, MIS Bypass Exam Administrator
Department of Management Information Systems
East Carolina University
310 Slay Hall
Greenville, NC 27858-4353
knapp14@ecu.edu, 252.737.1599

**In-Course Bypass**
*For students currently enrolled in MIS 2223*

1. The bypass exam is given around the second week at the start of the fall and spring semesters. Dates, times, and locations will be posted at https://business.ecu.edu/mis/bypass/, posted in the course syllabus, and announced in class by your instructor along with instructions on what you must do to register for the exam.

2. Register online at the URL given above. You must present a valid student ID and online registration receipt at the exam.

3. Once you have completed the bypass exam, the administrator will email you the results of your exam within two business days. Your instructor will be copied on the email. You have a couple of days to notify your instructor of your decision.

4. If you successfully pass the exam and are satisfied with your grade, you do not need to attend your MIS 2223 class from that date. Your instructor will hold your grade and submit it with the rest of your classes to the Registrar at the end of the semester. Your financial aid and semester hours will not be affected.

5. If you are not satisfied with your grade you may remain in the class and strive to do better. Once you reject your bypass grade, it may not be submitted at the end of the semester. Your grade in the class (better or worse than your bypass score) is what you earn in the class.

**Credit by Examination (CBE) Bypass**
*For students not enrolled in MIS 2223*

1. Contact the Bypass Administrator to schedule an exam time. Exams are given around the second week at the start of the fall and spring semesters. Dates, times, and locations will be posted at https://business.ecu.edu/mis/bypass/.

2. Before the assigned exam time, obtain the Credit by Exam form from the MIS office (3410 Bate Building) including the approval and signatures of the Department Chair (currently Dr. Elaine Seeman) and Exam Administrator (currently Ms. Christy Lopez).

3. Take the form to the Cashier’s Office (Old Cafeteria), pay fee (currently $30), and then obtain approval from the Registrar’s Office located at 207 East 5th Street.

4. Register online at https://business.ecu.edu/mis/bypass/.

5. Purchase the SAM Challenge code by following the link at https://business.ecu.edu/mis/bypass/.

6. You must present a valid student ID, completed Credit-by-Exam form, and online registration receipt at the exam.