

Student ID Number: _____

Student's Name: _____
Last
First
MI

Credit By Examination Policy

A student interested in earning credit(s) by special examination may do so with the permission of the Dean of his/her college and the Dean of the College in which the particular course is offered. The grade obtained in such an examination is recorded on the student's permanent academic record. Credit by examination is not permitted during the term before graduation. Credit by examination cannot be used to implement the Repeat for Change of Grade Policy. The fee is per credit hour as published in the General Bulletin.

<p>Step 1 – Securing approval of Department/Division Head having jurisdiction over the course.</p> <p>The above named student has permission to take a special examination to establish credit for the following course:</p> <p>_____ / _____ / _____ / _____</p> <p>Subject # Catalog # Course Title Credit Hrs.</p> <p>Name of the designated examination administrator: _____</p> <p>_____ / _____</p> <p style="text-align: center;">Department / Division Head Signature Date</p>	
<p>Step 2 – Securing Dean's (or designee's) approval</p> <p>Approved _____ / _____</p> <p style="text-align: center;"><small>Student's Academic Dean Date</small></p> <p>Approved _____ / _____</p> <p style="text-align: center;"><small>Dean of College Offering Course Date</small></p>	<p>Step 3 – Validation of Payment by Cashier</p> <p>Credits _____</p> <p>Total Fee _____</p>
<p>Step 4 – Examination Administration</p> <p>Present this form to the Examination Administrator designated in Step 1.</p>	

Grade Reporting

The above named student has taken the special examination to establish credit as indicated and has received the grade of _____.

_____ / _____
 Examination Administrator's Signature Date

- Note:
- 1.) After completion of the examination, the examination administrator should record the grade, sign the form, retain a copy of the form and return the original form to the department/division head identified in Step 1.
 - 2.) The department/division head is responsible for distribution of copies of this form according to the following:
 - Original – Registrar
 - Copy – Student's Dean
 - Copy – Student