

## CREDIT BY EXAMINATION

\_\_\_\_\_  
(Student's Name)

\_\_\_\_\_  
(Major)

\_\_\_\_\_  
(Student's ID Number)

has requested an examination in \_\_\_\_\_ with the expectation of receiving credit under the Credit by Examination procedure.

This department approves this request.

\_\_\_\_\_  
(Department Representative)

This form must be hand carried to the offices below. Each office will issue the appropriate forms and direct the student to the next office.

1. **Registrar** to obtain payment ticket.
2. **Bursar** to pay fee (\$10 per credit hour) and obtain receipt.
3. **Registrar** with receipt to obtain grade card.
4. Grade card to **instructor** with copy of form.

cc: Student's Department  
Student's Dean