



Credit by Departmental Examination

1. If you are interested in completing a departmental examination, please contact the Dean of the school responsible for the course(s).

Name: _____ Student ID: _____
Please Print: Last First

Has my permission to take Departmental Examination(s) for:

| Course Number | Course Title | Credits |
|---------------|--------------|---------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Signature of Dean: _____ Date: _____

2. Please bring signed form to Registrar's Office for verification of acceptance and current enrollment.

The above student has been accepted for admission and is currently enrolled in classes.

Cost of Departmental Examination(s): _____

Signature of Registrar: _____ Date: _____

3. Please bring form and payment for departmental examination to the Cashier Counter (Fletcher Center). Payment for the departmental examination will need to be received prior to completion of examination.

Payment Received: _____ Please attach copy of receipt to this form.
Cashier's Initials

4. Please bring completed form, with payment receipt attached, to School Chair and set appointment for examination. The school will notify the student of test results.

| Examination Results: | Course Number | Exam Grade |
|----------------------|---------------|------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Signature of Instructor and/or School Chair: _____ Date: _____

5. Form will be sent to Registrar's Office by school. A score of C or better (2.000) is needed to receive credit. No grade will be entered on the student's academic record, only the credit amount received.