PERMIT FOR CREDIT BY EXAMINATION

ELIGIBILITY: Credit by examinations are not permitted in courses in which a student has previously been enrolled as a regular student or as an auditor.

COURSE: _____

TO THE STUDENT:

If you apply for course credit by examination, you must have the permission of the dean or chairperson of the school or department in which the course is offered and the instructor or committee representative administering the exam and must pay the Cashier a fee of $10.00 per semester hour. **You are reminded that the grade received on this examination becomes part of your academic transcript.** Once the examination is taken, the grade must be recorded. The instructor administers and reports the results of the examination to the Office of the Registrar within one week of the date of approval.

STEP 1
APPROVAL:

_____ _____
DEAN OF SCHOOL/COLLEGE OR DEPARTMENT CHAIRPERSON DATE

_____ _____
INSTRUCTOR OR COMMITTEE REPRESENTATIVE ADMINISTERING THE EXAM DATE

STEP 2
TO THE CASHIER:

Please validate and return to the student.

_____
DATE

STEP 3
TO THE OFFICE OF THE REGISTRAR:

Please validate and return to the student. _____
REGISTRAR DATE

STEP 4
TO THE INSTRUCTOR OR COMMITTEE ADMINISTERING THE EXAMINATION:

Please complete one of the following endorsements and forward one copy to the Registrar and one copy to the school or departmental office for **file within one week of approval date.**

I, _____ have examined _____
(PERSON ADMINISTERING EXAMINATION) (STUDENT)

Student ID #: _____ in _____
(COURSE AND NUMBER)

on _____ and have graded this examination, and report the following grade _____
(DATE OF EXAM)

I, _____ , did not examine _____
(PERSON ADMINISTERING EXAMINATION) (STUDENT)

because _____

_____ _____
INSTRUCTOR OR COMMITTEE REPRESENTATIVE ADMINISTERING EXAM DATE