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 EXAM

__________________________

DATE ______________________

STEP 2
TO THE CASHIER

Please validate and return to the student.

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 department office for file within one week of approval date.

I, ______________________ have examined ______________________

ECU ID: B ______________________ in, ______________________

on ______________________ and have graded this examination, and report the following grade ________

I, ______________________ did not examine ______________________

because ______________________

__________________________

DATE ______________________

INSTRUCTOR OR COMMITTEE REPRESENTATIVE ADMINISTERING EXAM