Instructions: Complete Part A of this form. Have the instructor complete Part B. Obtain the approvals of the chair of the department in which the course is offered (Part C) and the dean of your college/school (Part D). In order for credit to be awarded, the form must then be filed with the Registrar’s Office (Belbas Center 223).

PART A: To be Completed by the Student

________________________   ______________________________
Student Name (please print)   ID Number

Course for which you request credit by verification (ex: HLTH 250 First Aid):

________________________   ______________________________
Course Prefix   Course Number   Course Title

I request credit by verification for the above course.

________________________   ______________________________
Student’s Signature   Date

PART B: To be Completed by the Instructor

Check and complete either statement 1 or 2, and sign below.

____  1. This is to certify that the above named student was examined and is entitled to receive credit, with the grade of “CR,” in the following course:

________________________   ______________________________
Course Prefix   Course Number   Course Title   Semester Hrs.

____  2. The above named student did not earn credit by verification.

________________________   ______________________________
Instructor’s Signature   Date

PART C: Approval of the Department Chair

________________________   ______________________________
Chair’s Signature   Date

PART D: Approval of the Academic Dean

________________________   ______________________________
Dean’s Signature   Date

For office use only:
Recorded ________________