CREDIT BY EXAMINATION

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) and the required fees paid.

PART A: To be Completed by the Student

_________________________________________________ _______________________ __
Student Name (please print)      ID Number

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

__________________________________________________________________________
Course Prefix      Course Number      Course Title

I request credit by examination 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 “EX,” in the following course:

__________________________________________________________________________
Course Prefix      Course Number      Course Title      Semester Hrs.

_____ 2. The above named student did not earn credit by examination.

______________________________________________________ ____________________
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 ________________