CREDIT BY EXAMINATION FORM

FOLLOW PROCEDURES AS OUTLINED BELOW:

1. Student and Course Information:

_____________________________________, CWID ________________________,

with a cumulative grade point average of ______(must be 2.5 or better)

asks permission to take an examination for

Course Number __________________________ Course Title ____________________________

for the following reasons:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

________________________ _____________________________
Date                         Department Head

2. Fee Payment:

Received $____(regular course fee) from

_________________________________________ for examination fee.

Date __________________________ Business Office

3. Student returns form to the department head in which the course is offered.

4. To department head:

If student is approved, give the applicant the Credit by Exam Authorization form to hand carry to the Learning and Testing Center.

Course syllabus and comprehensive examination are to be attached to this form. This form with attachments is forwarded to the Learning and Testing Center, where examination will be administered if possible. Upon completion of exam, the Learning and Testing Center will inform the appropriate department office; examination will be evaluated by appropriate personnel.

5. To be signed by the examination reader:

________________________________________
Name __________________________ Department __________________________ Date
6. To the vice president of Learning:

This is to certify that
________________________________________________
completed the attached examination for credit in
________________________ Course Number/Title
given on ________________________________,
making a pass _________/failing ___________ grade.
I recommend that he/she be given_______/not be given_______ credit
for this course.

________________________________ _____________________________
Date                             Department Head

7. To the Records Office:

The above request is granted ________ /denied ________.
Completed examination is attached.

Date                   Vice president of Learning