

# CREDIT BY EXAMINATION FORM

## 1. Student and Course Information:

Student Name \_\_\_\_\_ P Number \_\_\_\_\_

Grade Point Average \_\_\_\_\_ (cumulative GPA must be 2.5 or better)

asks permission to take an examination for

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Dean

\_\_\_\_\_  
Date

## 2. Fee Payment:

Amount Received \$ \_\_\_\_\_ (regular course fee) Date received \_\_\_\_\_

\_\_\_\_\_  
Bursar's Office

\_\_\_\_\_  
Date

Student returns form to the department dean. Dean sends examination and Testing Center form to Testing Center or, if necessary, makes arrangements to administer exam within the department

## 3. Signatures of examination evaluators:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

**4. Recommendation to vice president of Learning:**

This is to certify that the following student:

**Name** \_\_\_\_\_ **P Number** \_\_\_\_\_

completed the attached examination for credit in this course (syllabus attached):

**Course Number** \_\_\_\_\_ **Course Title** \_\_\_\_\_

**Date of exam** \_\_\_\_\_

**Grade**                      **PASS** \_\_\_\_\_                      **FAIL** \_\_\_\_\_

**Recommendation**      **Credit** \_\_\_\_\_                      **No Credit** \_\_\_\_\_

\_\_\_\_\_  
Department Dean

\_\_\_\_\_  
Date

**5. Instructions to Records office:**

Credit is **granted** \_\_\_\_\_ **denied** \_\_\_\_\_

Completed examination and syllabus for course are attached.

\_\_\_\_\_  
Vice President of Learning

\_\_\_\_\_  
Date

Records Office implements credit and informs student of results.