INSTRUCTIONS:

1. Complete the student portion of the form.
2. Request the approval of the instructor and your college Academic Advising Office.
3. File the approved form with the Registrar’s Office.
4. A $5.00 processing fee will be billed to your account.

STUDENT - PLEASE PRINT

Name: ___________________________________________  P.I.D. Number: ________________________________

Current Address: ___________________________________  E-mail: ________________________________

City: _____________________________  State: _____________________________  Local Phone #: __________________________

Major(s): _____________________________  College: _____________________________  Class Level: __________

Department and Course Number: _____________________________  Grade Option:  □ Letter Grade
                                                                  □ Pass/Not Pass

Name of Instructor: ___________________________________  Requested Date of Examination: ________________

Reason for Requesting Credit by Examination: __________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

INSTRUCTOR - SIGNATURE INDICATES APPROVAL

PREPARATION FOR EXAMINATION: Books read, exercises written, project completed, work with faculty, etc.

Instructor’s Signature  Date of Examination  Date Approved

COLLEGE ACADEMIC ADVISING OFFICE

Approved by  Date

STUDENT: RETURN APPROVED FORM TO THE REGISTRAR’S OFFICE

REGISTRAR’S:  Processed by: _______________  Date: __________________