



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: _____