



**INSTRUCTIONS:**

1. Complete the student portion of the form. *See policy on back of form.*
2. Request the approval of the instructor and your college Academic Advising Office.
3. File all copies of the form with the Registrar's Office.
4. *A \$5.00 processing fee will be billed to your account.*

**STUDENT - PLEASE PRINT - PRESS FIRMLY**

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 ALL COPIES OF THE FORM TO THE REGISTRAR'S OFFICE**

**REGISTRAR'S:** Processed by: \_\_\_\_\_ Date: \_\_\_\_\_