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

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: __________________________

DISTRIBUTION: White: Registrar; Canary: Academic Advising; Pink: Instructor