

CREDIT BY EXAMINATION

Instructions: Please refer to the Undergraduate Catalog for policy regarding Credit by Exam. Complete all information and obtain the needed approvals. Once approvals are granted, you will need to pay for the Credit by Exam at the Office of the Bursar. The fee is equivalent to the cost of a CLEP exam. This form will not be processed until payment has been made and the Bursar's Office stamps below. Return completed form, with payment receipt, to the Registrar's Office for processing **before the end of the Drop/Add period.**

Term: Fall _____ Winter _____ Spring _____ Summer _____
(Year) (Year) (Year) (Year & Session)

Student Name: _____ **Major:** _____

Student's signature/Date (required): _____

To be completed by faculty member/department chair:

Subject area: _____ Catalog number: _____ Section: _____

Course Title: _____ Credits/Units: _____

The department offering the course must create the course and section as Credit-By-Exam.

Evaluation Procedures: _____

Instructor's Signature: _____ **Date:** _____

**EXAM SHOULD NOT BE ADMINISTERED UNTIL FACULTY MEMBER
HAS RECEIVED A FULLY AUTHORIZED COPY OF THIS FORM.**

APPROVED Department Chairperson: _____
Date

APPROVED Dean of College: _____
Date

Authorization Office of the Bursar:

Authorization Office of the Registrar:

Office Use Only

Processed by: _____ Date: _____