APPLICATION FOR CREDIT BY EXAMINATION

STEP 1:  
Completed by Student and deliver to Registrar:  
ID# @_____________________

Name ____________________________  
(First)  (Middle Initial)  (Last)

Local ________________________________________

Mailing Address  (Street)  (City)  (State)  (Zip)

Social Security No. ______/______/______  Matriculated Yes No  Currently Registered Yes No

EXAM REQUESTED FOR:

Course No. ________________  Course Title __________________________________________

Apply Exam Credits to:  ____________________________  200____  Semester

Basis for Requesting Exam (Attach additional sheet if needed and any supporting documentation):

__________________________________________________________________________________________

__________________________________________________________________________________________

____________________________
Registrar to deliver completed form to Division Director.  Signature of  Student Date

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STEP 2:  
Completed by Division Director:

Specific Evaluation Procedures: ____________________________________________

_______________________________________________________________________________

Date/Time/Place Exam Administered: ______________________________

Faculty Member Administering Exam: ________________________________

REQUEST APPROVED:   REQUEST DENIED:   
____________________________   ______________________________
Division Director  Date  Division Director  Date

Distribution:  Student (original)  cc: Office of Dean of Instructional Programs and Services

STEP 3:  
Completed by Student:  $15.00 Examination Fee paid to Cashier (46 Park Place East).  Attach receipt and present BOTH to the faculty member administering the exam.

STEP 4:  
Exam Completion:  Student has:  Passed ______  Failed _____ the Exam for Credit.

____________________________   ______________________________
Signature of Instructor  Date  Signature of Division Director  Date

STEP 5:  
Forward form to the Dean of Instructional Programs and Services, FH103

Distribution:  Registrar (Original)  cc: Student, Computer Center