APPLICATION FOR CREDIT BY SPECIAL EXAM

Student: This form must be completed as follows and submitted to the examiner before you take the exam. Please follow these steps:
- Complete the top portion of the form;
- Pay the $12 fee and staple the receipt to the form;
- Obtain the signature of the Dean.

NAME: ___________________________________________ STUDENT ID#: _______________________

I desire to obtain credit according to the special examination policy, and hereby apply to take such an examination for:

(course number) __________________________________ (course title) ________________________ (# credits) __________

Signature of Student: ____________________________________________ Date: ______________________

Student Address ____________________________________________ Phone: ______________________

The above-named student has paid the special exam fee of $12.00 per semester credit hour.

Cashier: ____________________________________________ Date: ______________________

As Dean of ________________________________, I hereby approve this application.

I, ________________________________, appoint ________________________________ to administer the examination.

Signature of Dean ____________________________________________ Date: ______________________

I, ________________________________, the appointed faculty member, administered the special examination to ________________________________

_________________________ on _________________________. I certify that this student passed _____ or failed _____ the examination.

Signature of Examiner: ____________________________________________ Date: ______________________

Assistant Registrar: __________________________________

Approved _____ Disapproved ____

Process Date: ______________________