DEPARTMENTAL CREDIT EXAMINATION FORM

A student may take a departmental credit exam after obtaining prior approval from his/her Department Head, the Dean of the College, and the Head of the Department administering the exam. The student must pay the fee of $25.00 per test prior to taking the exam. After securing the required signatures, the student should return this form to the Head of the Department administering the exam.

After a credit exam is administered and graded, the Head of the Department giving the exam records the results at the bottom of this form. The Dean of the College administering the exam signs and forwards the official form to the office of Records and Registration for grade posting. The Department should retain a copy and provide the student a copy. The Registrar’s Office will send an updated unofficial transcript to the Student, the student’s Dean and the Department Head.

**NOTE:** A student who is currently enrolled in a course and who successfully completes a credit exam for that course should withdraw from that course immediately.

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name**Student’s Last Name | **First Name**Student’s First Name | **Student’s Major**Student’s Major | W-**number**W Number |
| **Course Number**Course Name | **Course Name**Course Number | **Credit Hours**Credit Hours |

**Signatures:**

|  |  |
| --- | --- |
| 1. Student’s Department Head | 2.  Student’s Academic Dean |
| 3. Head of Department Administering Exam |  |
| 4.Fees | Paid | Controller’s Office | Date |

RESULTS OF CREDIT EXAMINATION

|  |  |  |  |
| --- | --- | --- | --- |
| Course Number | Course Name | Credit Hours | Grade (P/F) |
| Date |  |  Dean of College Administering the Exam |
|  Head of Department Administering the Exam |  Director of Office of Testing |