

**REQUEST FOR CREDIT BY EXAMINATION**

Banner Student ID#: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle/Maiden Last

Course: \_\_\_\_\_

Credit Hours: \_\_\_\_\_

I consider myself qualified to take an examination in the course for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_**PLEASE NOTE: Parts A and B must be completed before the examination is given. The fee is \$30.00 per credit hour. Once Parts A, B, and C are completed, the form should be submitted to the Registrar's Office for processing.****PART A**

<b>(DIVISION CHAIRPERSON USE ONLY)</b> <b>Division Chairperson Approval with Signature</b> _____ <b>(Signature Required)</b>
<b>The examination will be prepared, administered and evaluated by:</b> _____ <b>(Print Instructor Name)</b>

**PART B**

<b>(BUSINESS OFFICE USE ONLY)</b> <b>Business Office Receipt:</b>
<b>Fee Paid \$</b> _____
<b>Receipt #</b> _____
<b>Date</b> _____

**PART C**

<b>(INSTRUCTOR USE ONLY)</b> <b>Examination (Check one):</b> <input type="checkbox"/> Satisfactorily <input type="checkbox"/> Unsatisfactorily  <b>Completed with minimum competency on</b> _____ <b>Date</b>	<b>Instructor</b> _____ <b>(Signature Required)</b>
--	---

**PART D**

<b>FOR REGISTRAR'S OFFICE USE ONLY</b> Notification sent to the student on _____ <b>Date</b>
Copy sent to the VPASA on _____ <b>Date</b>