

DEPARTMENTAL EXAMINATION
Credit by Examination
PROCEDURE

Step 1. ARRANGEMENT BETWEEN STUDENT & INSTRUCTOR

Student's Name _____

Soc. Sec. # _____ Classification _____

Arrangements have been made for a DEPARTMENTAL EXAM in the following:

Dept/Course No.	Title	Credits
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Signature of INSTRUCTOR	Date
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Signature of STUDENT	Date
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Step 2. APPROVAL OF DEPARTMENT CHAIRPERSON

Signature of DEPARTMENT CHAIRPERSON

Step 3. PAYMENT in BUSINESS OFFICE (payment is paid before exam is taken)

Departmental Exam FEE: \$60.00/credit hour

Amt. paid _____

Date paid _____

Received by _____

NOTE: After payment is made, student will take the Department Exam Form to the Registrar's Office

STUDENT IS RESPONSIBLE FOR STEPS 1-2-3

Step 4. ASSIGNMENT OF GRADE & GRADE TAKEN TO REGISTRAR'S OFFICE

When exam is completed:

- FACULTY MEMBER fills out the GRADE for DEPARTMENTAL EXAM FORM
(form is available in the Registrar's Office)

- FACULTY MEMBER takes the Grade Form to the REGISTRAR'S OFFICE

NOTE: **FACULTY MEMBER IS RESPONSIBLE FOR STEP 4**