MEMORANDUM

TO: Office of the Registrar

FROM: ______________________

DEPARTMENT CHAIR

SUBJECT: Approval to Take Departmental Credit By Exam

DATE: _____________________

Instructions:

Students must obtain department chair permission in advance of sitting for departmental examinations. This form is used to facilitate the chair’s approval. After approval, but prior to taking the examination, the student must pay the non-refundable departmental examination fee to the Business Office. The appropriate faculty member then administers and grades the exam. Credit for the course will be granted provided the student passes the examination with a grade of B or higher. Credit by exam is recorded on the student’s record as credit (CR) without a grade. Consult the Courses of Study Bulletin for additional regulations.

Following the exam, the department chair will send a request to the Registrar to grant credit, as appropriate.

I approve the following student to take a departmental examination for credit:

_________________________________________  __________________________________
Student Name                              Student ID

Subject/Course Number: ________________________________

_________________________________________
Department Chair Signature

Revised 2-5-08