

M E M O R A N D U M

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