FOLLOW PROCEDURES AS OUTLINED BELOW:

1. To the Provost and Vice President for Academic Affairs:

______________________________, SSN ______________________,
with a cumulative grade point average of ________ (must be 2.5 or better)

asks permission to take an examination for

____________________________ ____________________________
Course Number                   Course Title

for the following reasons:

________________________________________________________________
________________________________________________________________
________________________________________________________________

____________________________ _____________________________
Date                         Department Head

2. Fee Payment:

Received $ ________ (regular course fee) from

_______________________________ for examination fee.

______________________________
Date                          Business Office

3. Student returns form to the head of the department in which the course is offered.

4. To department head:

Course syllabus and comprehensive examination are to be attached to form and forwarded to the
Provost and Vice President for Academic Affairs.

5. Acknowledgement:

Permission to take examination for credit is granted ____/denied ___ regarding the request noted
above.
6. Form with attachments is forwarded to the Assessment Center, where examination will be administered if possible. Upon completion of exam, the Assessment Center will inform the appropriate Division Office; examination will be evaluated by appropriate personnel.

7. To be signed by the examination reader:

Name ___________________________ Department ___________________________ Date ____________

8. To the Provost and Vice President for Academic Affairs:

This is to certify that ________________________________________________________________
completed the attached examination for credit in ___________________________ Course Number/Title

given on ___________________________, making a pass ________ /failing ___________ grade.

I recommend that he/she be given_______/not be given_______ credit for this course.

Date ___________________________ Academic Dean ___________________________ 

9. To the Records Office:

The above request is granted ________ /denied ________.

Completed examination is attached.

Date ___________________________ Provost and Vice President for Academic Affairs ___________________________

Approved: Executive Staff, 05/20/09
Approved: President’s Cabinet, 05/20/09
Approved: President, 05/20/09
Reviewed and Revised by: Academic Affairs, 03/20/09