



ENROLLED UNDERGRADUATE APPLICATION FOR CREDIT BY EXAMINATION

Student name Student ID # E-mail

Mailing Address City State Zip

Credit by examination is available to enrolled undergraduate students only. To earn credit by examination, you must obtain all signatures listed below in the order they are listed. Give this form, signed by the Academic Unit Head and the University Business Office, to the instructor at the time you take the examination. Should credit be awarded, you will receive a copy of your updated transcript.

Adviser's Name (please print) Adviser's Signature Date

STEP ONE

FEE PAYMENT: UNIVERSITY BUSINESS OFFICE, WARREN HALL 302

Payment of the credit by examination fee is nonrefundable and applies to the course listed below.

Cash Accountant's Name (please print) Cash Accountant's Signature Date

STEP TWO

DEPARTMENT APPROVAL TO TAKE EXAMINATION:

Arrangements have been approved for the above student to take an examination to earn credit for:

Course Course Title Credit Hours

Academic Unit Head's Name (please print) Academic Unit Head Signature Date

STEP THREE

AWARD FOR CREDIT:

- 1. The above student has successfully passed the above examination and should be awarded credit.
2. The above student has not passed the above examination and should not be awarded credit. (If this box is checked, do not forward to the Office of the Registrar.)

Instructor's Name (please print) Instructor's Signature Date

Academic Unit Head's Name (please print) Academic Unit Head's Signature Date

STEP FOUR

If test credits are awarded, please forward to: Office of the Registrar MSC 3528 Warren Hall 504A Harrisonburg, VA 22807

Entered by: _____
Date: _____