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**ENROLLED UNDERGRADUATE  
APPLICATION FOR CREDIT BY EXAMINATION**

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Student name

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Student ID #

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JMU E-mail

Credit by examination is available to enrolled undergraduate students only.  
See 'Credit by Examination' in the undergraduate academic catalog for more information.

**You must obtain all signatures listed below in the order by which they are listed.**

Present this form – signed by your Advisor, the Academic Unit Head and the University Business Office – to the instructor at the time you take the examination. If credit is awarded, you will be able to view it via MyMadison.

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Advisor's Name (please print)

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Advisor's Signature

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Date**FEE PAYMENT: UNIVERSITY BUSINESS OFFICE, Student Success Center, Room 5100**

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

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UBO Representative's Name (please print)

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UBO Representative's Signature

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Date**DEPARTMENT APPROVAL TO TAKE EXAMINATION:**

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

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Course Subj. and No.

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Course Title

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Credit Hours

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Academic Unit Head's Name (please print)

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Academic Unit Head's Signature

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Date**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.)

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Instructor's Name (please print)

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Instructor's Signature

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Date

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Academic Unit Head's Name (please print)

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Academic Unit Head's Signature

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Date

**If test credits are awarded, please forward to:** Office of the Registrar  
Student Success Center  
738 South Mason Street, MSC 3528  
Harrisonburg, VA 22807

Entered by: _____
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Date: _____
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