

Department Credit by Examination Form

***This form is for Matriculated Undergraduate Degree-Seeking Students ONLY**

Complete the following steps:

1. Obtain Department approval to take examination.
2. Present this form to the Office of Treasury Services for verification of \$20.00 examination fee payment. The Office of Treasury Services will forward this form directly to the Department Chairperson after fee-payment.
3. Result of examination. If the earned grade is passing, this form will be forwarded by the department directly to the Office of the University Registrar for processing.

Student Information:

Name:	CSU Student ID #:
Current College: <input type="checkbox"/> Business <input type="checkbox"/> Collegiate Studies <input type="checkbox"/> Science <input type="checkbox"/> Urban Affairs <input type="checkbox"/> Liberal Arts and Social Sciences <input type="checkbox"/> Engineering <input type="checkbox"/> Education and Human Services	

Department Approval:

Subject (e.g. ENG):	Course No (e.g. 101):
Approval of Department Chairperson:	
Date:	

Treasury Services (Forward this form directly to the Department Chairperson after fee-payment):

Treasury Services Verification:	Date:
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Place Office of Treasury Services Stamp Here

Result of Examination (Forward this form directly to the Office of the University Registrar for processing):

Subject (e.g. ENG):	Course No (e.g. 101):	*Credit Hours:
Name of Department Chairperson (Please Print):		Extension: X
		Date:
Signature of Department Chairperson:		

***If credits to be awarded are greater than credits carried by the course, please indicate prior courses in a sequence for which credits are being granted.**

OFFICE USE ONLY

***Student Signature (required):** _____ Date: _____