* Please print all information
* 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:

□ Business □ Collegiate Studies □ Science □ Urban Affairs
□ Liberal Arts & Social Sciences □ Engineering □ Education and Human Services

Department Approval:

Subject (e.g. ENG): ____________________________ Course Number (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: ____________________________

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

Subject (e.g. ENG): ____________________________ Course Number (e.g. 101): ____________________________ *Credit Hours:

Name of Department Chairperson (Please Print): ____________________________ Extension: ____________________________ 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.

* Student Signature (required): ____________________________ Date: ____________________________