Instructions: Student must complete steps 1 through 4 and deliver completed form to the Registrar’s Office before taking the exam. The Registrar’s Office will notify the student of the test results.

Step 1: To be completed by student

Name (print) & SS#: ________________________________
Street Address, City, State & ZIP ____________________

Requests permission to write an examination for credit in:

Department & Course Number: _______________________ Number of credits: _______________

It is understood that a charge of $208 per credit ($246 per nursing credit) (effective 05/09/18) will be made for this service payable to the university.

Signature: ________________________________ Date: ___________

Step 2: Student should have department chair or divisional dean and instructor complete

The following instructor has agreed to prepare and administer the above exam:

Name (print) ________________________________
_______________________ ____________________
Instructor’s Signature
(date) __________________

Department Dean or Divisional Dean

_______________________ ____________________
(date) __________________

Step 3: Student should have Business Office complete

Payment has been made to the Business Office on ____________ (date)
______________________________ (Signature of person accepting payment)

Step 4: Student is to return form to the Registrar’s Office

Received on: ____________ (date) ____________________ (Signature of person receiving form)

For Office Use Only: (updated 05/09/18)
Notice to instructor requesting grade on: ____________
Grade received on: ____________
Notice sent to student on: ____________
Notice sent to Payroll Office on ____________
Notice sent to Accts Rec. Mgr. ____________