**Application for Departmental Credit by Examination**

1. To be completed by ***the* *student*:**

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student W#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject (or course) in which to take credit by examination:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credit Hours: \_\_\_\_\_\_\_\_

2. To be completed by the ***Office of the Registrar*:**

Approval for credit by examination in the above course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Valid for which term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student must be enrolled in courses at the University of Wyoming after the registration deadline in the term noted to be allowed to earn credit.)

3. To be completed by the ***Cashier’s Office*:**

Pay cashier initial non-refundable $80 fee for departmental credit by examination. Cashier’s receipt must be on this form before the examination can be taken with the department. Upon completion of the examination, the student will be notified of their grade (S or U) and the credit hours will be posted to the student’s transcript.

|  |
| --- |
| For Cashier’s Use  072400-170013134 |

4. To be completed by ***the department*:**

The student scheduled to take the examination on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_,

at \_\_\_\_\_\_:\_\_\_\_\_\_ am/pm in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (bldg.), \_\_\_\_\_\_\_\_\_\_\_\_ (room).

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Departmental Approval

5. Take this form to the department at the ***scheduled time*** of the exam.

6. To be completed by ***the department*:**

The student has completed the examination with the following results:

\_\_\_\_ Grade (Indicate S or U – an “S” must be the equivalent of “C” or better)

\_\_\_\_ Credit hours earned

Signature of faculty member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Completed forms should be turned into the Office of the Registrar for processing*  09/12