

CREDIT BY EXAMINATION (RECOMMENDATION AND APPROVAL)

Examination must be administered to a currently enrolled student **within the first eight weeks** of the semester.

Instructions:

1. Student obtains form available at [https://www.ship.edu/registrar/registrar\\_office\\_forms/](https://www.ship.edu/registrar/registrar_office_forms/), completes Items A and B, and submits form to Chairperson of examining department.
2. Chairperson completes items C-G. Signature of Chairperson represents department certification that student is sufficiently qualified and that an appropriate examination can be given. Chairperson sends form to College Dean for approval.
3. Signature of College Dean (Item H) authorizes department to administer examination. College Dean sends form to student's dean.
4. Signature of student's Dean (Item I) is authorization for student to be tested. Dean's office notifies student that form is ready to pick up.
5. Student takes form to Student Accounts and pays the **\$80.00** examination fee.
6. Student Accounts certifies payment of **\$80.00** examination fee (Item J and K).

**EXAMINATION IS NOT TO BE ADMINISTERED UNTIL ITEMS A-K HAVE BEEN COMPLETED.**

7. Student takes completed form to academic department to sit for exam. Faculty member administers exam and assigns grade (Items L and M). Form is then forwarded to Registrar's Office for recording.

|  |                       |
|--|-----------------------|
| Student Name-Last, First Middle<br>(A) | S.U. ID Number<br>(B) |
|--|-----------------------|

Examination for:

|                   |                 |                     |                     |
|-------------------|-----------------|---------------------|---------------------|
| Department<br>(C) | Course #<br>(D) | Course Title<br>(E) | # of Credits<br>(F) |
|-------------------|-----------------|---------------------|---------------------|

Signatures:

|                               |                           |                       |
|-------------------------------|---------------------------|-----------------------|
| Department Chairperson<br>(G) | Chairperson's Dean<br>(H) | Student's Dean<br>(I) |
|-------------------------------|---------------------------|-----------------------|

|   |                        |
|---|------------------------|
| Signature-Student Accounts<br>(J) <span style="float: right;">Date</span> | Amount Received<br>(K) |
|---|------------------------|

|  |                       |
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| Signature-Instructor Grading Exam<br>(L) <span style="float: right;">Date</span> | Grade Assigned<br>(M) |
|--|-----------------------|

THIS GRADE WILL BECOME PART OF STUDENT'S ACADEMIC RECORD.