



APPROVAL FORM FOR CREDIT BY EXAMINATION

Date _____

Student's Full Name _____
Last First Middle

Banner ID _____ Student Email _____

Student's ASU Box Number _____ Major _____

Anyone seeking to pursue credit by examination must be a candidate for a degree at Appalachian or must be working for credit for the renewal of a teaching certificate. The above student has discussed taking the course(s) listed below according to the policies regulating the earning of credit by examination.

Dept.	Course #	Course Title	Hours of credit

ITEM BELOW TO BE FILLED OUT BY CHAIRPERSON

Approval is hereby granted for the above student to take the indicated course(s) according to the credit by examination plan. A cashier's receipt of \$50 (for each course) has been presented to me for verification and is attached to this form. I have inspected and approved the written examination, and I have assigned the following instructor as exam administrator:

The written examination, when completed, will be kept on file in my office.

Signature of Department Chairperson

ITEM BELOW TO BE FILLED OUT BY TEST ADMINISTRATOR

The student has been examined in the above course(s). The test results indicate the following:

_____ Student has sufficient knowledge to receive credit for all courses listed above.

_____ Student has sufficient knowledge to receive credit for only the following courses listed below:

Dept.	Course #	Course Title	Hours of credit

_____ Student does not have adequate knowledge to receive credit for any courses listed above.

Name of Test Administrator (PRINT please, to ensure proper payment)

Signature of Test Administrator

STUDENTS MAY NOT HANDLE COMPLETED FORM. PLEASE SEND TO DEAN'S OFFICE VIA CAMPUS MAIL.

Following approval, the Dean's Office will distribute copies of this form as follows:

- ___ Registrar ___ Director of Student Services, College of the student's major
- ___ Department Chairperson ___ Test Administrator
- ___ Student ___ Payroll (Student's original receipt must accompany this copy.)

Signature of Dean