

# APPROVAL FORM FOR CREDIT BY EXAMINATION



Date:

Student Name

Last

First

Middle

Student ID

Student Email

Student A.S.U. Campus Box

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 (or courses) listed below according to the policies regulating the earning of credit by examination

Dept.	Course Number	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 (or courses) 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 (or courses). 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:

Dept.	Course Number	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

College of the Student's major

Department Chairperson

Test Administrator

Student

Payroll (Student's original receipt must accompany this copy.)

Signature of Dean