**University of Wyoming Office of the Registrar**

**Application for Departmental Credit by Examination**

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

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

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

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

Relevant course(s) on student record: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Registrar representative signature of approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. Additional fees may be required depending on the requirement of testing agencies other than the University of Wyoming.

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:

Course(s) earned by exam: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ 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*