

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).

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*