

PERMIT FOR CREDIT BY EXAMINATION FOR GRADUATE STUDENTS

STUDENT NAME: _____ BANNER ID: _____

COURSE NAME & NUMBER: _____

TO THE STUDENT: If you apply for course credit by examination, **PRIOR TO TAKING THE EXAM** you must have the permission of the dean or chairperson of the school or department in which the course is offered and the instructor or committee representative administering the exam and must pay the Cashier a fee of \$10.00 per semester hour. You must also have approval from the Office of the Registrar and the Dean of the Graduate School. **You are reminded that the grade received on this examination becomes part of your academic transcript.** Once the examination is taken, the grade must be recorded. The instructor administers the examination and reports the results of the examination to the Office of the Registrar **within one week of the date of approval of Step 4.** Steps are laid out in sequential order below.

ELIGIBILITY: Credit by examinations are not permitted in courses in which a current or former student has previously been enrolled as a regular student or as an auditor.

STEP 1

SCHOOL/COLLEGE AND INSTRUCTOR APPROVAL:

DEAN OF SCHOOL/COLLEGE OR DEPARTMENT CHAIRPERSON

DATE

INSTRUCTOR OR COMMITTEE REPRESENTATIVE ADMINISTERING EXAM

DATE

STEP 2

TO THE CASHIER

Please validate and return to the student.

DATE

STEP 3

TO THE OFFICE OF THE REGISTRAR

Please validate and return to the student.

REGISTRAR OFFICIAL DATE

STEP 4

TO THE DEAN OF THE GRADUATE SCHOOL

DEAN OF THE GRADUATE SCHOOL OR DESIGNEE DATE

The Graduate School will electronically deliver the form to the Department Chair and Program Director notifying approval of all previous steps.

TO THE INSTRUCTOR OR COMMITTEE ADMINISTERING THE EXAMINATION:

Please complete one of the following endorsements and forward one copy to the Registrar and one copy to the school or department office for file **within one week of approval date above in Step 4.**

I, _____ have examined _____
(PERSON ADMINISTERING EXAMINATION) (STUDENT NAME)

ECU ID: B _____ in, _____
(COURSE AND NUMBER)

on _____ and have graded this examination, and report the following grade _____.
(DATE OF EXAM)

I, _____ did not examine _____
(PERSON ADMINISTERING EXAMINATION) (STUDENT)

because _____

INSTRUCTOR OR COMMITTEE REPRESENTATIVE ADMINISTERING EXAM

DATE