



ECU

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www.ecu.edu/registrar

Permit for Credit by Examination

Student Name: _____ Banner Id: _____

Course: _____

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. **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.** 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: CASHIER'S OFFICE

Please validate and return to the student.

Cashier Official Date

STEP 3: Registrar's Office

Please validate and return to the student.

Registrar Official Date

STEP 4: 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 1.

I, _____ have examined _____
Person Administering Examination Student Name

ECU ID: B _____ in, _____ on _____
Course and Number Date of Exam

and have graded this examination, and report the following grade _____.

I, _____ did not examine _____
Person Administering Examination Student Name

because _____.

Instructor or Committee Representative Administering Exam Date