



APPLICATION FOR CREDIT BY EXAMINATION

Instructions to Student:

1. Complete first section of Part I of form and secure approval of department chair.
2. Pay \$50.00 fee at the Cashier (make check payable to Colorado State University – Pueblo).
3. Return form with receipt attached to department chair.
4. Complete examination.

Instructions to Department Chair:

1. Grant approval to seek credit by examination.
2. See that examination is administered after student has paid \$50.00 fee.
3. Approve awarding of credit and forward form with receipt attached to the Admissions Office.

Part I (To be completed by Student and Department Chair)

Name: _____ PID: _____

Address: _____

has approval to seek credit by examination for:

Dept. Prefix	Course Number	Course Title	Credit Hours
_____	_____	_____	_____

Signature, Department Chair	Date
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Part II (To be completed by faculty member administering exam)

I authorized the Admissions Office to award _____ hours of credit for:

Course Title _____

Signature, Faculty Member	Date
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Signature, Department Chair	Date
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Recorded: _____ (initials) Date: _____

Distribution: White – Admissions
 Yellow – Department Chair (To be returned to Department Chair when credit has been recorded)
 Pink – Student (To be returned to student when credit has been recorded)
Gold – Cashier/Accounting Office (To be kept when fee is paid)