

# Credit by Exam Application



CONCORDIA  
UNIVERSITY  
CHICAGO

## Procedures:

1. Student completes top of form and submits to the department chair.
2. Examination is taken and instructor issues grade via this form, returning it to the Registrar's Office for processing.
3. Registrar's Office will contact the student to obtain signature and inform student of earned grade.
4. Upon receipt of all information and signatures, the Registrar's Office will issue credit and initiate appropriate billing with Business Services Office.

## To be Completed by Student to initiate examination:

Name (Print): \_\_\_\_\_ ID#: \_\_\_\_\_

Phone: \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

➤ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please submit form to appropriate department chair and arrange for taking the examination.*

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## To be Completed by Instructor (post examination):

Test Results:       Did not pass       Passed with grade of: \_\_\_\_\_

➤ Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Within 3 days of completion, return this form to the Registrar's Office for processing.*

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*Regardless of pass or fail, the student must sign in acknowledgement of grade earned on examination.*

## To be completed by Student (post examination):

Record credit only (grade of 'P')

Record as Letter Grade

➤ Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_