

Department Credit by Examination Form

*** This form is for Matriculated Undergraduate Degree-Seeking Students ONLY**

Complete the following steps:

1. Obtain department approval to take examination.
2. Pay the \$20.00 Credit by Examination fee at <https://campusnet.csuohio.edu/ShopNet/>. At the site, select **Enrollment Services** and then **Office of the University Registrar**. Select 'Credit by Examination Fee.'
3. Submit both your ShopNet receipt and this form directly to the Department Chairperson.
4. Result of examination. If the earned grade is passing, this form will be forwarded by the Department directly to the Office of the University Registrar for processing.

Student Information:

Name:	CSU Student ID #:
-------	-------------------

Department Approval:

Subject (e.g. ENG):	Course Number (e.g. 101):
Approval of Department Chairperson:	Date:

Bursar's Office (Forward this form directly to the Department Chairperson after fee-payment):

Bursar's Office Verification:	Date:
-------------------------------	-------

Place Bursar's Office Stamp Here

Result of Examination (Forward this form directly to the Office of the University Registrar for processing):

Subject (e.g. ENG):	Course Number (e.g. 101):	*Credit Hours:
Name of Department Chairperson:	Extension: X	Date:
Signature of Department Chairperson:		

If credits to be awarded are greater than credits carried by the course, please indicate prior courses in a sequence for which credits are being granted.

*** Student Signature (required): _____ Date: _____**