

Application for Special Examination For Credit or Grade



Office of the Registrar

Student ID	Student Name – First and Last	Date

Step 1 – Complete Course Information

Type of Grade Requested for examination (Choose one):

CREDIT

CREDIT & GRADE

Date of Special Examination

***Please note: Grades and/or credit will not be added to the Student Record if the form is incomplete. Special Examinations cannot be scheduled until fees paid.**

Course Information

Course Prefix & Course Number (for example: Math – 100)	Number of Units	Course Title

Step 2 – Obtain Required Signatures

Advisor: Print Name	Signature	Date:
Exam Instructor: Print Name	Signature	Date:
Examining Department Head: Print Name	Signature	Date:

Step 3 – Pay Fees

Contact the Bursar's Office either in person or online and pay the examination fees.

Amount Paid:	Date Paid:

Please attach a copy of your receipt from the Bursar's Office with your application.

Step 4 – Submit Completed Form to the Exam Instructor

- Upon completion of your exam and awarding of credit/or credit & grade, the Exam Instructor will forward the completed form with credit to the Office of the Registrar.
- If Credit & Grade was selected, the Exam Instructor will receive a follow-up email from the Office of the Registrar with a link to an online form where the grade can be submitted.

Registrar Use Only:

Processed by

Date:

Payment Confirmed: