

Carroll University, 100 N East Avenue, Waukesha, WI 53186
Registrar's Office Credit by Examination

Instructions: Student must complete steps 1 through 4 and deliver completed form to the Registrar's Office **before** taking the exam. The Registrar's Office will notify the student of the test results.

Step 1: To be completed by student

Name (print) & SS#: _____
Street Address, City, State & ZIP _____

Requests permission to write an examination for credit in:

Department & Course Number: _____ Number of credits: _____

It is understood that a charge of \$208 per credit (\$246 per nursing credit) (effective 05/09/18) will be made for this service payable to the university.

Signature: _____ Date: _____

Step 2: Student should have department chair or divisional dean and instructor complete
The following instructor has agreed to prepare and administer the above exam:

Name (print) _____

Instructor's Signature (date) _____

Department Dean or Divisional Dean (date) _____

Step 3: Student should have Business Office complete

Payment has been made to the Business Office on _____ (date)

(Signature of person accepting payment)

Step 4: Student is to return form to the Registrar's Office

Received on: _____ (date) _____ (Signature of person receiving form)

For Office Use Only: (updated 05/09/18)

Notice to instructor requesting grade on: _____

Grade received on: _____

Notice sent to student on: _____

Notice sent to Payroll Office on _____

Notice sent to Accts Rec. Mgr. _____