

**Lake Superior State University  
Credit by Departmental Examination**

1. \_\_\_\_\_  
Student's Name (please print) I.D. Number

has my permission to take \_\_\_\_\_ Departmental Examination(s) for:

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Department Head's Signature Date

\*\*\*\*\*

2. The above student has been accepted for full-time admission

\_\_\_\_\_  
Registrar Date

Cost of Examination (s): \_\_\_\_\_

\*\*\*\*\*

3. Payment Received

Cashier's Initials \_\_\_\_\_

\*\*\*\*\*

4. Date of Examination \_\_\_\_\_

Examination Results:

<u>Course Number</u>	<u>Exam Grade</u>
_____	_____
_____	_____

5. \_\_\_\_\_  
Signature of Instructor and/or Department Chair Date

\*\*\*\*\*

**Procedure:**

1. Department Chair completes form and gives to student.
2. Registrar's Office verifies full-time admission, enters cost, and returns form to student.
3. Student presents form, with payment, to Student Service Center Counter. Payment is processed and form is returned to student.
4. Student gives form to Instructor or Department Chair and sets appointment for examination. Instructor returns form to Department Chair with examination grade recorded. Department Chair returns form to Registrar's Office.
5. Registrar's Office will record course credit if the examination grade is "C" (2.00) or better. No grade will be entered on the student's academic record, only the credit amount received.
6. The department will notify the student of the test result.