


FRONT

**CREDIT BY EXAMINATION APPLICATION** INSTRUCTIONS ON REVERSE

STUDENT NUMBER		LAST NAME		FIRST NAME		MIDDLE NAME		COLLEGE & MAJOR			
COURSE NAME		NUMBER		CREDIT		LOCATION					
<b>STUDENT COMPLETES</b> this block and obtains the following signatures in order.											
<b>SIGNATURES</b>	STUDENT'S COLLEGE DEAN OR DIRECTOR D.U.S. / CHIEF ACADEMIC OFFICER OR CAMPUS REGISTRAR								DATE		
	HEAD OF DEPARTMENT OFFERING COURSE								DATE		
	<b>STUDENT MUST PAY FEE BEFORE EXAM</b>								TESTING DEPARTMENT'S BUDGET NO.		
											
	INSTRUCTOR ADMINISTERING EXAM (fee MUST have been paid before exam is given)								DATE		
INSTRUCTOR'S COLLEGE DEAN/ CHIEF ACADEMIC OFFICER OR CAMPUS REGISTRAR								DATE		<b>FEE PAID \$</b> _____	

REGISTRAR'S OFFICE COPY  
REQUEST FOR GRADE CARD - COLLEGE DEAN'S COPY  
STUDENTS COPY

(02/01/01)

Form No. RC0615

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REVERSE

1. Student obtains Credit By Examination Application from one of the following locations:  
**University Park**- Dean of the college in which the student is enrolled  
 -or- Director of the Division of Undergraduate Studies if enrolled in that division  
**Campus/College**- Campus Chief Academic Officer or Campus Registrar

2. Student secures authorizations as follows:  
**University Park**-  
**Degree student**- Dean of the college in which the student is enrolled  
 -or- Director of the Division of Undergraduate Studies if enrolled in that division  
 -and-  
 Head of the department in which the course is taught  
**Provisional student**- Director of the Division of Undergraduate Studies  
 -and-  
 Head of the department in which the course is taught  
**Nondegree Conditional student**- Dean of the college in which the student plans to earn a degree  
 -and-  
 Head of the department in which the course is taught  
**Nondegree Regular student**- Head of the department in which the course is taught  
**Commonwealth Campus, Penn State Erie, Penn State Harrisburg**- Campus Chief Academic Officer or Campus Registrar  
 -and-  
 Head of the department in which the course is taught

3. Student pays \$30.00 per credit fee at the department that will administer exam. All three validated copies of this application will be returned to the student.

4. Student presents validated application to the instructor who will:  
 a. Verify that the application has been validated.  
 b. Administer the exam.  
 c. Sign the application and return the third copy to the student.  
 d. Forward copies 1 and 2 of the application to:  
**At University Park**- Instructor's college dean  
**At Other Locations**- Chief Academic Officer or Campus Registrar

5. **At University Park**, the instructor's college dean signs the application. **At Other Locations**, Chief Academic Officer or Campus Registrar signs the application. Both copies are forwarded to the Office of the University Registrar, 112 Shields Building, University Park, to request issuance of a grade card.

6. The grade card and copy 2 of the application are returned to the Instructor's college dean/Chief Academic Officer or Campus Registrar

7. Completed grade cards are returned to the office of the University Registrar through the instructor's college dean/Chief Academic Officer or Campus Registrar. Copy 2 of the application is retained by or forwarded to the dean of the college offering the course.

**NOTE:** A student must have enrolled and completed at least one course of three credits at Penn State before any credit earned appears on the student record.