Application for Credit by Examination
The University of Kansas
Office of the University Registrar
(F.S.S.R. 4.4.1)

To the student: A $50.00 fee will be charged to your account when the grade is posted to your record.

Step 1: Complete the following:

Name__________________________________________ Date____________________
Student Number__________________________________ School_____________
Address________________________________________ Phone #__________________
Dept._____________ Course #_________ Course Title___________________ Hours________

Step 2: Go to the department chairperson to make arrangements for the administration of the examination. At the time you take the examination, give this form to the instructor.

Step 3: To the Instructor: Please use this form to report the grade. Grades of A, B, C, D or CR may be assigned. No record is made of an unsatisfactory attempt. After assigning the grade and signing the form, give this form to your department chairperson.

Date of exam______________ Credit Hours ____________ Grade________________
Instructor’s Signature__________________________________________ Date_________________

Step 4: To the Department Chairperson: After signing this form give this form to the Dean of the student’s school for approval.

Department Chairperson’s Signature___________________________ Date_________________

Step 5: To the Dean: After signing this form please send this form to, Credit By Exam, 123 Strong Hall, so credit may be posted to the student’s record.

Dean’s Signature__________________________________________ Date_________________

Return form to: Office of the University Registrar-University of Kansas, Attn: Credit by Exam, 1450 Jayhawk Blvd., 123 Strong Hall, Lawrence, KS  66045-7535

01/07