

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: Office of the University Registrar, 1502 Building, 1502 Iowa St., Lawrence, KS 66045 so credit may be posted to the student's record.

Dean's Signature _____ Date _____

Return form to: University of Kansas, Office of the University Registrar, 1502 Building, 1502 Iowa St., Lawrence, KS 66045.