Quarter: ___________________________ SPU ID/SSN#: ____________ - _________ - _________

Last name: _________________________ First: _______________________________ M: _______

**Step I  Course Information**

*I request permission to receive credit by exam in the following subject:*

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Course Number</th>
<th>Credits</th>
</tr>
</thead>
</table>

Title: ___________________________________________________________

Instructor: (please print) __________________________________________

Student’s signature: ___________________________ Date: ______________

Instructor’s signature: ___________________________ Date: ______________

(Your signature means that you agree to give the exam for the above course)

Dir. of Graduate Studies: ___________________________ Date: ______________

(Graduate students only)

**Step II  Approval**

The above student is eligible to take this Credit by Examination for the course noted above:

<table>
<thead>
<tr>
<th>Subject code/Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

Credits: ___________

SAS signature: ___________________________ Date: ______________

**Step III  Financial Services**

Exam fee of: _____ Charged/Receipt: _____ Tuition fee of: _____ Charged/Receipt: _____
Exam fee of: _____ Paid/Receipt: _____ Tuition fee of: _____ Paid/Receipt: _____

SFS signature: ___________________________ Date: ______________

**Step IV  Registration for course**

CRN: ____________ Subject code: _________ Course Number: ____________ Credits: _______

Title: ___________________________________________________________

SAS Signature: ___________________________ Date: ______________