Cleveland State University
Division of Enrollment

Department Credit by Examination Form

* Please print all information

* This form is for Matriculated Undergraduate Degree-Seeking Students ONLY

Complete the following steps:

1. **Obtain Department approval to take examination.**
2. **A $20.00 Credit by Examination fee must be paid at https://campusnet.csuohio.edu/ShopNet/. At the site, select Bursar's Office and then 'Credit by Examination'. Submit both your Shopnet receipt and this form directly to the Department Chairperson.**
3. **Result of examination. If the earned grade is passing, this form will be forwarded by the Department directly to the Office of the University Registrar for processing.**

STUDENT INFORMATION

Name:	CSU Student ID #:
Current College: □ Business □ Collegiate Studies □ Nursing □ Science □ Urban Affairs □ Liberal Arts & Social Sciences □ Engineering □ Education and Human Services	

Department Approval:

Subject (e.g. ENG):	Course Number (e.g. 101):
Approval of Department Chairperson:	Date:

Treasury Services (Forward this form directly to the Department Chairperson after fee-payment):

Treasury Services Verification:	Date:	Place Office of Treasury Services Stamp Here

Result of Examination (Forward this form directly to the Office of the University Registrar for processing):

Subject (e.g. ENG):	Course Number (e.g. 101):	*Credit Hours:
Name of Department Chairperson (Please Print):	Extension: X	Date:
Signature of Department Chairperson		

If credits to be awarded are greater than credits carried by the course, please indicate prior courses in a sequence for which credits are being granted.

* Student Signature (required): _____**Date:** _____