Instructions: Students must be enrolled at CLU and have completed at least twelve credits to be eligible to receive credits by exam. A maximum of 32 units can be earned through Credit by Exams, AP Exams, IB Exams, and CLEP’s combined. A maximum of 8 upper division units can be included in this total. All exams must be completed three weeks before the end of each semester. Return this form to the Registrar’s Office before completing the exam. CREDIT EARNED IS GRADED PASS/NO CREDIT ONLY.

Student Name: ___________________________ ID#: ___________________________

Class Standing: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

COURSE AND TITLE

Dept.: _______ Course # _______ Credits: _______ Course Title: __________________________

DATE OF EXAM: __________
Professor Administering Exam: __________________________

(Please print.)

The following signatures need to be secured before taking the exam:

Professor Administering Exam: __________________________

A grade form will be mailed to the administering professor. You will be notified by the Registrar’s Office when the grade has been recorded.

Department Chairperson: __________________________

Academic Dean: __________________________

Pay $250.00 fee at Student Accounts before submitting this form to the Registrar’s office.

Student Accounts Rep: __________________________ Date: __________

Registrar’s Office Use Only:
Credits already received through Credit by Exam, AP, IB and CLEP =
Total Units _______ UD units _______
Approved by: _______________
Date: ____________

Form Updated: 9/4/14