College of Graduate Studies

Graduate Credit by Examination

INSTRUCTIONS:

1. The student completes the first section and submits for approval of the Graduate Program Director and the College of Graduate Studies Dean.

2. Once approval has been received, students are able to pay the Credit by Exam fee online via ShopNet with the registrar's office (https://campusnet.csuohio.edu/ShopNet/). Once in ShopNet, select "Enrollment Services" (2nd radial dial), then the student can pay the Credit by Exam fee. The student is emailed a receipt as proof of payment. This form along with the proof of payment is returned to the Graduate Program Director.

3. After the student has taken the examination, if credit is to be granted, the Department completes the Registrar portion and submits to registrar@csuohio.edu along with the proof of payment.

_____   _____
Student Name   CSU ID

_____   _____
Course Title   Subject & Course Number

Approval

We authorize the student to take an examination by credit for the identified course.

_____   _____
Signature   Date   Signature   Date
Graduate Program Director of the Unit offering the   College of Graduate Studies Dean
Course/Examination

Registrar

The above-named student has taken the examination by credit. Please post the following credit to the student's record.

Subject & Course #: _____   Credit Hours: _____

Graduate Program Director of the Department offering the Course/Examination

_____
Signature   Date