



UNIVERSITY OF GUAM
MEMORANDUM

CREDIT BY EXAMINATION

TO: DEAN, _____ (COLLEGE IN WHICH STUDENT IS MAJORING OR PLANS TO MAJOR)

FROM: _____
PRINT STUDENT NAME SOCIAL SECURITY NO.

SUBJECT: CREDIT BY EXAMINATION, PETITION FOR

STUDENT

I HEREBY REQUEST PERMISSION TO ATTEMPT TO SECURE CREDIT BY EXAMINATION FOR THE FOLLOWING COURSE: _____ FOR _____ CREDIT HOURS FOR THE _____ SEMESTER. I GIVE THE FOLLOWING REASON(S) OR EVIDENCE OF PREPARATION FOR REQUESTING THIS EXAMINATION:

SIGNED: _____
(STUDENT) (DATE)

MAJOR: _____

NOTE: STUDENT IS TO MAKE PAYMENT TO THE CASHIER AFTER RECEIVING APPROVAL OF THE DEAN BUT BEFORE ATTEMPTING THE EXAMINATION. A RECEIPT OF PAYMENT MUST BE DISPLAYED TO THE INSTRUCTOR BEFORE HE/SHE ADMINISTERS THE EXAMINATION.

REGISTRAR ELIGIBLE TO ATTEMPT COURSE? YES NO (IF NO, INDICATE REASON)

PRINT NAME: _____ SIGNED: _____
(REGISTRAR) (REGISTRAR) (DATE)

ADVISOR APPROVED DISAPPROVED (INDICATE REASON)

PRINT NAME: _____ SIGNED: _____
(ADVISOR) (ADVISOR) (DATE)

DIVISION CHAIRMAN APPROVED DISAPPROVED (INDICATE REASON)

PRINT NAME: _____ SIGNED: _____
(DIVISION CHAIRMAN) (DIVISION CHAIRMAN) (DATE)

INSTRUCTOR WILL ADMINISTER TEST? YES NO (INDICATE REASON)

PRINT NAME: _____ SIGNED: _____
(INSTRUCTOR) (INSTRUCTOR) (DATE)

DEAN APPROVED DISAPPROVED (INDICATE REASON)

PRINT NAME: _____ SIGNED: _____
(DEAN, COLLEGE OFFERING COURSE) (DEAN) (DATE)

COURSE PAYMENT RECEIPT _____