

**APPLICATION FOR DEPARTMENTAL EXAMINATION
OFFICE OF THE REGISTRAR
WESTERN KENTUCKY UNIVERSITY**

Instructions:

1. Read all regulations below.
2. Complete Section I.
3. A fee of \$25.00 per credit hour must be paid at the time this application is submitted.

Regulations:

1. A separate application and fee payment must be completed for each exam.
2. This application for examination must be completed by the end of the third week of a regular semester.
3. The student is responsible for reporting to the department prior to the seventh week of class to arrange a specific time to take the exam, and examinations are to be administered during the seventh week of a regular semester.
4. A course not listed as a general education requirement will be administered at the discretion of the department.
5. A course may not be repeated by examination.
6. A departmental exam for a specific course may be taken only once.
7. Application fees are not refundable and cannot be carried forward to another semester.

I. TO BE COMPLETED BY THE STUDENT/DEPARTMENT

Name: _____ WKU ID: _____
 First Middle Last

Address: _____
 Street Address City State Zip Code

Permission is requested to take a departmental examination for the following course:

Course Number	Course Title	Hours Credit
---------------	--------------	--------------

Is this course listed in the general education categorical guidelines? Yes No

Student Signature: _____ Date: _____

Signature of Department Head or Authorized Representative: _____ Date: _____

II. TO BE COMPLETED BY THE OFFICE OF THE REGISTRAR

Date: _____ Fee Collected \$ _____ Receipt No: _____

Approved by: _____ Registrar's Office

III. TO BE COMPLETED BY THE DEPARTMENT

The above examination was administered and the results were: exam passed exam failed

Signature of Department Head or Authorized Representative: _____

Department: _____