

# Credit by Department Exam Form



Office of the Registrar

## Credit by department examinations ([University Handbook F76](#))

Specific exams prepared and administered by KSU academic departments may carry letter grades of A, B, C, or D, or a notation of “credit” as determined by the academic department. Credit may be granted for any course with the consent of the head/chair of the department offering credit for that subject. The credit will be treated as resident credit, and will be computed into the student’s K-State grade point average.

Student Name: \_\_\_\_\_

KSIS ID or WID: \_\_\_\_\_

Student’s Primary College: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

Credit Hours: \_\_\_\_\_

Grade Reported: \_\_\_\_\_

*Grades of A, B, C, or D or notation of CR only*

\_\_\_\_\_  
Instructor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head or Designee Signature (Academic Dept. that owns the course)

\_\_\_\_\_  
Date

**\*\*\*Incomplete forms will not be processed and will be returned\*\*\***

*Please retain a copy for your own records – the Office of the Registrar is considered the primary system of record for these forms once completed and recorded on the student record.*

Submit to Office of the Registrar: 118 Anderson Hall, Manhattan or via email at [registrar@ksu.edu](mailto:registrar@ksu.edu)  
208 College Center, Salina or via email at [ksand@ksu.edu](mailto:ksand@ksu.edu)