

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. https://www.k-state.edu/registrar/faculty-staff/resource-guide/dept_exam/index.html

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
208 College Center, Salina or via email at salinaregistrar@ksu.edu