APPLICATION FOR DEPARTMENTAL EXAMINATION
OFFICE OF THE REGISTRAR
WESTERN KENTUCKY UNIVERSITY

Instructions:
1. Read all regulations below.
2. Complete Section I.
3. A fee per credit hour must be paid at the time this application is submitted. The fee breakdown is as follows:
   a. $25.00 per credit hour for undergraduate students
   b. $50.00 per credit hour for graduate students

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. **(Undergraduate students only)**
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: _____