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To: Academic Testing Services or Language Learning Laboratory & Resource Center

From:

Signature: \_\_\_\_\_

Date:

Re: Credit by Exam Notification for Senior Student

The following student has notified the Dean's office that he/she intends to take the exam or exams indicated below:

Student Name:

Student ID:

Exam:

Exam Deadline:

*(Date needed for appropriate processing)*

The student has been informed that if credit is not earned for a CLEP exam, a waiting period of three months is mandatory prior to retaking the exam.

Pursuant to OP 34.08, this form is required only for students classified as seniors to facilitate timely processing and award of degree credit, if earned.