# Application for Special Examination for Credit or Grade

## Step 1: Fill Out Form

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Student Identification Number**

**Official UA Email Address**

**Type of Grade Requested for Examination (choose one):**

- **Credit** [ ]
- **Grade & Credit** [ ]

**Date of Special Examination:**

**Course Prefix & Course Number**

(for example: MATH-100)

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

## Step 2: Obtain Required Signatures

**Advisor:** Print Name  
**Signature**  
**Date**

**Instructor of Examination:** Print Name  
**Signature**  
**Date**

**Examining Department Head:** Print Name  
**Signature**  
**Date**

## Step 3: Pay Fees & Obtain Bursar’s Stamp

**Bursar Will Not Stamp Without Signatures**

**Amount Paid**

$ ______________

**Registrar Office Use Only**

**Processed By**

__________

**Date**

__________

## Step 4: Completed Form Must Be Turned In at Exam Site