PARK UNIVERSITY

Application for End of Course Examination

Student Name: _____ Student ID:_____

Course Number:_____ Course Name:_____

Final Exam fee: $200 ***The fee must be paid before the exam can be administered.***

Directions:

1. Student obtains form from advisor or Registrar's Office. Advisor or Registrar verifies the course is needed for degree completion.
2. Student must pay the fee prior to the exam being administered.
3. Instructor and student complete the form and sign.
4. Once exam administered, instructor sends results to Registrar's Office to post results on the student transcript. Final results will not be accepted from the student.

This agreement is made per Park University policy that _____be allowed to take the final
Student Name

examination course for the above listed course.

I, _____ have agreed to administer, grade and issue the final score to the Registrar's Office. The results of
Faculty Name

the exam will be submitted to the Registrar's Office as a Pass or Fail. A grade of P will be posted to the student's transcript upon receipt of a passing score and an F will be posted to the student's transcript upon receipt of a failing score.

_____ _____ _____ _____
Faculty Signature Date Student Signature Date

To be completed by Administration:

Fee paid:_____ _____
Receipt Administrator Initials

Course required for degree completion: ☐ Yes ☐ No _____ _____
Advisor Signature Date

Results of Exam: ☐ Pass ☐ Fail _____ _____
Faculty Signature Date

Registrar 2/1/16