



## Locally Developed Course Examination

**Instructions:**

1. Students wishing to test out of courses approved for local examination must fill in their name, student ID, course department and number, and course title, in the box below, and take a copy to the cashier.
2. After having the form processed and initialed by the cashier, the student should attach the receipt to the form and take both to the department chairperson who will arrange for testing and grading.
3. The department chairperson or designee will return the form to the Registrar, after signing and entering the grade on this form.
4. Upon receiving the properly documented form, the Office of the Registrar will enter the course into the student's record and have the form properly filed for reference.
5. Course entries will reflect a grade of "TR," as if the course had been transferred to Northern.
6. Students who fail the course examination will be required to take the course.

_____		_____
Student Name		Student ID
_____	_____	_____
Course Dept. & Number	Course Title	Credit value
Cashier verification of payment of \$20 per course fee: _____		_____
		Cashiers initials

\_\_\_\_\_

Date of exam

\_\_\_\_\_

Examiner Signature

\_\_\_\_\_

Grade assigned

Registrars verification that the grade was at least a C and that posting has been completed.

\_\_\_\_\_

Registrar Signature

\_\_\_\_\_

Date