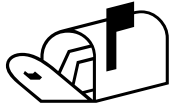
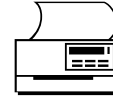


**FINAL EXAMINATION
APPLICATION
for a Correspondence Course**


Mail to:
Correspondence Course Division
Sam Houston State University
Box 2536
Huntsville, TX 77341-2536



**Questions?
Call:**
936.294.1003



FAX:
936.294.3703

Name:	SHSU Student ID Number:
Address:	Daytime Telephone or Cell Number:
	E-mail:

**To the Student:
Please complete the following.**

- I would like to schedule my final examination in _____
course prefix and number
- I expect to graduate on _____
month/day/year

**Place EX bar code label
in space below**

I understand that I will NOT be permitted to take the final examination in this course until all lessons for this course have been submitted by me, have been graded, and returned to me. **A course cannot be completed in less than 60 days.**

If you plan to take this final examination at Sam Houston State University, please indicate the date and time in the space provided below. **The location for your final examination is available on the SHSU campus:**

Monday-Thursday at 8:30am or 1:30pm; Friday at 9:00am only – Correspondence Course Division, Academic Building 3, Room 116

If you plan to take this final examination at the University Center, you may do so only if you are currently enrolled at the University Center during the semester that you will take the exam.

Correspondence Course Division 1922 Avenue J – Room 116, Academic Building 3	OFFICE USE ONLY
<p>Select one day and one time period:</p> <p><input type="checkbox"/> Monday, _____ at <input type="checkbox"/> 8:30am <input type="checkbox"/> 1:30pm month/day/year</p> <p><input type="checkbox"/> Tuesday, _____ at <input type="checkbox"/> 8:30am <input type="checkbox"/> 1:30pm month/day/year</p> <p><input type="checkbox"/> Wednesday, _____ at <input type="checkbox"/> 8:30am <input type="checkbox"/> 1:30pm month/day/year</p> <p><input type="checkbox"/> Thursday, _____ at <input type="checkbox"/> 8:30am <input type="checkbox"/> 1:30pm month/day/year</p> <p><input type="checkbox"/> Friday, _____ at <input type="checkbox"/> 9:00am month/day/year</p> <p style="text-align: center;">YOU WILL RECEIVE AN E-MAIL CONFIRMATION.</p> <p><small>Official communication from our office is sent to you via e-mail. Periodically check it for information from our office.</small></p>	<p>Date of Enrollment: _____</p> <p>Lessons in: _____</p> <p>Lessons not returned by grader: _____</p> <p>Missing Lessons: _____</p> <p>Final sent: _____</p> <p><input type="checkbox"/> No e-mail address</p>

- I request permission to take my final examination at another institution. I have made the appropriate arrangements as indicated below.

Requested Date:	Institution:
Name of Proposed Proctor:	Title of Proposed Proctor:
Mailing Address of Institution:	E-mail:
Telephone Number:	FAX Number:

YOU WILL RECEIVE AN E-MAIL CONFIRMATION.

Official communication from our office is sent to you via e-mail.
Periodically check it for information from our office.



Correspondence Course Division
Sam Houston State University
Box 2536
Huntsville, TX 77341
Telephone: 936.294.1003
FAX: 936.294.3703

Member of The Texas State University System

TO THE STUDENT:

Please read the following information carefully before completing the Final Examination Application on the reverse side of this page.

As stated in the *Correspondence Course Bulletin*, a course cannot be completed in a period of less than 60 days from the date of enrollment; therefore, please do not make such a request.

After you have submitted and received all of your graded lessons from your course grader, please complete and send this form (see reverse side of this page) to this office (address above), or you may return it in person to Room 116, Academic Building 3 (1922 Avenue J) on our campus.

Notification time required to take final examination

This office must be notified **three weeks** in advance of the desired examination date in order to process the request and obtain the examination from the course grader.

YOU WILL RECEIVE AN E-MAIL CONFIRMATION. IF YOU DO NOT HAVE AN E-MAIL ACCOUNT, YOU WILL RECEIVE A LETTER OF CONFIRMATION.

Time required for final grade

Students who must complete a correspondence course before the end of a semester or other deadline as a requirement for graduation or certification must take the final examination **at least three weeks** prior to the anticipated date of graduation or certification. Sufficient time must be allowed to evaluate the student's work and to submit the required grade before the stated deadline.

Final Examination

Please do not bring guests, children, or pets to the examination location. The Lowman Student Center (LSC) on the SHSU campus has ample facilities for visitors. Please ask any individuals who might accompany you to wait in the LSC.

The final examination may be taken at any accredited college or university. If the examination is to be taken at a location site other than the Sam Houston State University Campus, please include the complete address and other information requested, such as name, title, and telephone number of the individual who will proctor the examination. **You will be required to present valid personal identification bearing your photograph before taking the examination.**

If the final examination is taken at a site location other than SHSU, you may be required to pay a testing fee—be sure to inquire when making your arrangements. Students enrolled in correspondence courses at SHSU may take their final examination on the SHSU campus at no charge.

Correspondence Course Division

Room 116, Academic Building 3 – 1922 Avenue J

Our offices are on the first floor, west side of the building just off the large parking lot near the Estill Classroom Building.

Academic Building 3 houses the departments of Military Science (ROTC) and Dance and is located at the corner of Avenue J and Bowers Blvd.

ATTENTION:

All students must obtain a visitor's parking permit from the SHSU University Police Department.