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: ________________________________

Place EX bar code label in space below

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

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, Smith-Kirkley, 1733 Avenue J, 144C

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
1733 Avenue J – Suite 144C, Smith-Kirkley Building

Select one day and one time period:
☐ Monday, _____________________________.
   month/day/year
   at ☐ 8:30am ☐ 1:30pm

☐ Tuesday, _____________________________.
   month/day/year
   at ☐ 1:30pm

☐ Wednesday, _____________________________.
   month/day/year
   at ☐ 8:30am ☐ 1:30pm

☐ Thursday, _____________________________.
   month/day/year
   at ☐ 8:30am ☐ 1:30pm

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.

☐ 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.
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 Suite 144, Smith-Kirkley (1733 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.

ATTENTION:

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