The University of Akron

Office of the University Registrar
Akron, OH 44325-6208

AWARD OF ALTERNATIVE CREDIT

Please type all requested information in the spaces provided.

Student ID Number	Name (Last)	(First)	(Middle Initial)

This student has earned alternative credit for the following course(s) based upon

☐ International Baccalaureate Examination.   ☐ Military Experience.   ☐ CLEP Examination.

☐ Bypassed Prerequisite - Completed Course:

☐ Program Evaluated by A.C.E.:

☐ Other:

Course Dept. (XXXX) & Number (XXX)	Course Title	Credit(s)	Cashier
:			
:			
:			

*The awarding of alternative credit may result in student fee changes for the current semester. If fees are incurred, eligibility must be confirmed by the Office of the Registrar, after which payment must be made at the Office of Student Accounts before credit will be awarded.

Date	Signature of Student's Academic Dean or Advisor	Registrar Processing Only
		Initials / Date
Signature of Student	Student's College	

Distribution: Original - University Registrar   Copy - Student File   Copy - Student

Rev. 03/2020

Instructions

Electronic forms should be downloaded and saved to your computer, and then opened in Adobe Acrobat or Adobe Reader for completing and signing. Documents can be completed and signed using either an e-signature or the Fill & Sign feature.

Note: Although the use of e-signatures is highly encouraged, during the COVID-19 pandemic, these forms will be accepted without an e-signature provided that they are filled out in full and submitted from the signer's official University of Akron email address. If multiple signatures are required on the form, then multiple confirmation emails are also required.

Using E-Signatures:

Setting up an e-signature within Adobe is a one-time process. Once set up, an e-signature can be used to sign any future forms or documents inside Adobe.

1. Open form in Adobe Acrobat or Adobe Reader (opening in a web browser will not work)
2. Click in signature box.
3. In box that pops up, choose 'Create a new Digital ID', and click 'Continue'
4. On next step:
   a. If using Windows, select 'Save to Windows Certificate Store', and click 'Continue'
   b. If using Mac OS X, select 'Save to Apple Keychain', and click 'Continue'
5. Enter Name and Email Address – use @uakron.edu email address – and click 'Save'
6. Clicking in signature windows on e-forms within Adobe will now prompt you to use your e-signature to sign these forms.

Using Fill & Sign:

 Fill & Sign

The Fill & Sign feature is available within Adobe, and will allow someone to sign a document by using their mouse as an electronic pen. Signing with the mouse is necessary every time a signature is required. Please note: if an e-signature is already set up within Adobe, the form will default to using the e-signature when Fill & Sign is selected.