Credit by Examination Request

To seek credit by examination for a college course, a student must complete the following steps:

1. Obtain the approval and signature of his or her advisor (Section I of this form).
2. Obtain the approval and signature of the instructional program chair or course coordinator offering the course for which the student is seeking credit (Section I of this form).
3. Pay the non-refundable testing fee at the cashier's window (25% of the course tuition).
4. Attend the appropriate exam session (student will be notified by the exam proctor the day and time to take the test). Student must be currently enrolled, must present this request form, must show the testing fee receipt, and must show photo identification to take the test.

The exam proctor, instructional program chair, or course coordinator will complete Section II of this form and submit it to Registration and Records.

Section I

Student's Name _____

                       First   Last

Student's Identification Number _____

Program of Study _____ Course Exam Requested _____

Permission of Student's Advisor _____

                                                Signature

Permission of Instructional Program Chair/Coordinator _____

                                                          Signature

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Administrative Use Only

Section II

Date Test Taken _____   Term Test Taken _____

Fee Receipt Verified: YES   NO   Photo Identification Verified: YES   NO

      Grade_____

Students who achieve grades of C (70) or better credit-by-exam tests receive credit for the course. The Director of Registration and Records documents this credit on academic transcripts with the grade EX (for credit by examination).

Exam Proctor _____

          Signature

RETURN TO REGISTRATION & RECORDS