



REQUEST FOR CREDIT BY EXAM

STUDENT'S NAME: _____ PHONE: _____

PROGRAM: _____ STUDENT ID: _____

STUDENT'S SIGNATURE: _____ DATE: _____

Request consideration for Credit by Exam for the following course(s):

COURSE	GRADE	CREDIT HOURS	COST*
	TOTALS		

*25% of the Tuition cost of the class

 ACADEMIC ADVISOR

 DATE

 CASHIER

 DATE

 TEST ADMINISTRATOR

 DATE

Students may NOT take a Credit by Exam for a course they have previously attended for more than one (1) class period.

Additionally, students may only take a Credit by Exam for a specific course one time.

Results of Credit by Exams are not transferrable to any other institutions of higher learning.

Procedures for Credit by Exam

1. Complete a **Request for Credit by Exam** form located in the Admissions Office or online.
2. Academic Advisor must review, approve and sign credit by exam form.
3. Pay exemption fee at the cashier's window. (The exemption fee is 25% of the tuition. This fee is non-refundable and not transferable.)
4. Contact the instructor to set up a time to take the exam.
5. Provide the approved Request for Credit by Exam form, along with the fee receipt at the time of testing to the instructor administering the exam.
6. Instructor will contact student with exam results. Instructor will submit completed form and exam to the Registrar's Office.