

Request for Credit by Special Exam

Separate Form Required for Each Exam

STUDENT SECTION

Student Name _____
First Middle Last

Student ID Number **OR** SSN# _____ Home College _____ Date _____

Are you currently enrolled? Yes No Are you currently enrolled in course you want credit for? Yes No

Reason for requesting examination: _____

NOTE: Examinations are course specific and charges are separate from regular tuition charges. Charges are non-refundable and are payable in full at the time the exam is scheduled. All special examinations for credit shall be graded on a Pass-Fail basis. A failure shall not be recorded on the student's official record. A copy of this form shall be filed in the student's folder in the Records Office regardless of pass or fail. Credit awarded by special examination shall be counted as residence but shall not count as part of the student's academic load for the semester. A student currently enrolled in a class who successfully completes a special examination shall be removed from the official class roll after the granting of credit. A course taken for a grade cannot be repeated by credit by special exam.

Student Signature: _____

COLLEGE SECTION (to be filled out by appropriate offices)

Instructor/Division Chair/Academic Dean

Course Title _____ Course #: _____

Credit Hours _____ Scheduled Exam Date/location _____ Student notified? Yes No

Signature _____

Signature _____

Signature _____

(College determines needed signatures)

Business Office/Registrar's Office/Assessment Center

Fee Assessed \$20 (written exam) \$40 (practical exam) Payment Received Yes No Date _____

Signature: _____

Examination should not be administered unless Business Office section (above) has been completed.

Test Administrator/Instructor

Type of Exam Written Exam (\$20) Practical Exam (\$40) Actual Exam Date _____

Grade Pass Fail Amount of credit awarded _____

Signature _____

Registrar's Office

Plan _____ Student removed from roster, if currently enrolled. Y

Date credit awarded _____ Date Student Notified _____

NOTE: Term of credit award is inferred from date application submitted.

I certify that upon instruction of the Division Chair/Academic Dean, I have recorded credit, where appropriate, for the above named student.

Signature _____



Credit by Special Exam Guidelines

NOTE: Only admitted or currently enrolled students may attempt to earn credit by special exam.

- Students will complete the Student Section of the registration form and submit to the appropriate person (Instructor/Advisor/Division Chair/Academic Dean). If you are not sure, contact your instructor first.
- A test date and location will be determined by the Instructor/Advisor/Division Chair and the student will be notified of the date and location.
- The fee will be assessed on the student account prior to the test date. The student will make payment prior to the exam.
- The exam will be forwarded to the Test Administrator prior to the scheduled test date. NOTE: Requests for accommodations must be made prior to the testing date and approved by the Disability Services Coordinator. Approved requests should be forwarded to the Assessment Center Director.
- The Test Administrator/Instructor will administer the requested exam (with the exception of performance exams, which may be scheduled and administered by faculty).
- The Test Administrator will return the completed exam and original registration form to the Instructor for scoring, as appropriate.
- The Instructor will score the exam and send original registration form with test results recorded to the Registrar's Office.
- Registrar staff will enter grade and credits into PeopleSoft and notify the student regarding exam results. The original registration form will be kept in the student's official file.

This form is not necessary for the CIS 100 test (IC3). Students purchase a voucher from the bookstore and make arrangements through Assessment Center to take the IC3 Exam.