



**CREDIT BY EXAMINATION APPLICATION AND AUTHORIZATION**

**Instructions:** All examinations must be completed by the end of Drop/Add (the first week of the session). To ensure that all obligations (Student to College and College to Student) have been fulfilled:

- Meet with Advisor to complete form
- Meet with the Course Coordinator for credit by examination authorization
- Meet with the Financial Aid Director for financial clearance
- Submit non-refundable exam fee to Student Account Specialist
- Submit the completed form to the Registrar

Student's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Course No. & Name: \_\_\_\_\_

Course Coordinator (Signature indicating authorization): \_\_\_\_\_

Justification:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advisor (or Program Chair) Signature: \_\_\_\_\_

**Fee (Check One)**

- \$100 Non Laboratory Course
- \$150 Course with Laboratory

Fee must be paid before exam is administered (Financial Aid Director verification and date)

Financial Aid Director: \_\_\_\_\_ Date: \_\_\_\_\_

Student Account Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

Date Examination Administered: \_\_\_\_\_

**Examination Results (Check Appropriate Box and Sign)**

- Pass: \_\_\_\_\_  
Course Coordinator Signature
- Fail: \_\_\_\_\_

**On the grade report form the student will receive a "CE" (Credit by Examination) according to the Grading Policy if the exam is passed and no entry will be made if the exam is failed.**