



CREDIT BY EXAMINATION APPLICATION AND AUTHORIZATION

Instructions: All examinations must be completed by the Friday before classes begin to ensure that all obligations (Student to College and College to Student) have been fulfilled:

- Register for the course during registration.
- Meet with Advisor to complete application.
- Meet with the Financial Aid Director for financial clearance.
- Submit completed form to the Program Chair with evidence of proficiency.(Form will not be accepted without documentation)
- Upon approval by Program Chair, submit non-refundable exam fee to Student Account Specialist no later than 1 week prior to administration of the exam.

Student's Name: _____ Student Identification Number: _____

Course No. & Name: _____

Financial Aid Director: _____ Date: _____

Summary of Evidence of Proficiency

Program Chair (Signature indicating authorization): _____

Course Coordinator: _____

Date and time of Examination: _____

Fee (Check One)

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

Fee must be paid before exam is administered

Student Account Specialist: _____ Date: _____

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.