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.