



# APPLICATION FOR CREDIT BY EXAM

Students in good standing who feel they can demonstrate knowledge equivalent to what is taught in a college class may petition the appropriate academic dean for the privilege of taking a special examination for college credit.

If a student wishes to challenge a course for which there is no standardized test, the student will contact the appropriate academic department at CCAC to inquire as to whether or not a test is offered for credit. The course must be listed in the CCAC college catalog and available at the campus. A student may not challenge a course that he/she has already completed, or for which he/she is currently registered. A student may only challenge and test once for any given course.

- If a test is available, obtain permission to test from the Academic Dean at your campus. The Dean may recommend another form of evaluation for prior learning assessment (CLEP or Portfolio). Once permission is granted, the student must schedule and take the test within 30 days.
- If the student successfully passes the exam, the appropriate course and credits will be posted to the transcript. If a student is new to CCAC, the credit will not be posted to the transcript until at least one course is completed at the college. The grade earned will not be calculated into the Grade Point Average (GPA).
- A fee equal to the tuition for one credit is charged.

## STEP 1: TO BE COMPLETED BY STUDENT. Please type or print legibly and complete all items.

Name:			
Student ID #:			
Home Address:	City	State	Zip Code
	e-Mail:		Phone: ( ) -
Course No.:	Course Title:	# Credits:	
Justification (please describe why you are challenging this course through credit-by-examination):			
Student's Signature			Date

### FOR OFFICE USE ONLY

#### STEP 2: Academic Dean Review

This application has been reviewed and is:  Approved  Not Approved

If not approved: Reason:

Faculty member who will prepare and administer the exam:

Dean Signature	Print name:	Date
----------------	-------------	------

**STEP 3: Pay Fee** Student must visit the Office of Student Accounts and pay the current fee. Bring the invoice and receipt to the Dean's office BEFORE taking the exam.

**STEP 4: Schedule Exam** Student will schedule a time with the faculty member to take the exam.

#### STEP 5: Faculty administers the exam

I administered the credit by examination for the above-identified course. The exam was completed:  Satisfactorily  Unsatisfactorily

Faculty Signature:	Print name:	Date
--------------------	-------------	------

**STEP 6: Dean's Approval**  Credit Awarded  Credit Not Awarded

Dean Signature	Print name:	Date
----------------	-------------	------

Registration Signature	Print name:	Date posted to transcript
------------------------	-------------	---------------------------

Copies Distributed by Campus Dean of Academic Affairs Office:

Dean of Academic Affairs	Instructor	Student	Registration & Advising
--------------------------	------------	---------	-------------------------