**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 Dean 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. Permission will be based on faculty availability. 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 60 business 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 for college credit 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: | 
| e-Mail: | 
| 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 |

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