



Application for Credit by Exam

STEP 1: To Be Completed By Student

Banner Student ID: @ _____ Date: _____

Last Name: _____ First Name: _____

Email Address: _____ Phone Number: _____

- Exam Requested For:
- BIO*H105 Introduction to Biology
 - BIO*H211 Anatomy and Physiology I (must have permission from division)
 - CHE*H111 Concepts of Chemistry
 - MAT*H095 Elementary Algebra Foundations
 - MAT*H137 Intermediate Algebra

STEP 2: To Be Completed By Academic Advisor / Counselor / Division Leader / Department Chair

Reason for Requesting Exemption Exam: _____

Approved By: _____ (Print Name)

Signed: _____ Date: _____

STEP 3: To Be Completed By Student

1. Pay \$15.00 (non-refundable) Examination Fee to the Bursar's Office (Cashiers), K506.
2. Bring Completed Application and receipt of payment to the Testing Center, K519, to schedule an appointment.
 - I understand that this Credit by Exam can only be taken once and no retesting is permitted.
 - I understand I must bring a Photo ID with me to my Scheduled Exam Time.
 - I understand use of cell phones, handheld electronics, smart watch, personal calculators, headphones, or notes of any kind is not permitted in the Testing Center.
 - I understand I must place my belongings, including cellphone, in a designated area during the exam.
 - I understand the possession and/or use of any personal belongings may invalidate my exam.
 - I understand that I must remain in the Testing Center until the completion of my exam and failure to do so may invalidate my exam.

Student Signature: _____ Date: _____

Note: Exam will be graded by STEM Faculty. A passing grade will award the student credit which will appear as "TR" (Transfer Credit) on their NVCC transcript. There is no penalty for failing. A STEM Faculty or Staff member will contact the student regarding testing results. The Testing Center does not receive final results of exam. The credit received for this exam may not transfer to another college or university.

STEP 4: Completed By Testing Proctor (Jessica Miller or Susan Vaichus, K519)

Date and Time Scheduled: _____

Date and Time Administered: _____

Photo ID Type: Student ID Driver's License Passport Other: _____

Proctor Name: _____ Signed: _____

Proctor Remarks (if any): _____

STEP 5: Completed by Instructor or Division Leader

Result of Exam: _____

Signature of Instructor

Date

Signature of Division Leader

Date

STEP 6: Form is forwarded to the Associate Registrar, K516, to post exemption. Student will receive confirmation by mail.