

APPLICATION FOR CREDIT BY EXAM

STEP 1: **Completed by Student** Date: _____

Name: _____

Banner Student ID: @ _____

Soc. Sec. No.: _____ / _____ / _____ Phone No.: _____

Exam Requested For:

Course No. _____ Course Title: _____

*Reason for Requesting Exemption Exam: _____

**Must be Completed*

STEP 2: **Completed by Advisor (or) Counselor (or) Proctor**

Approved by: _____ (Print Name)

Signed: _____ Date: _____

STEP 3: **Completed by Student** Pay \$15.00 (non-refundable) Examination Fee to Cashier, K506. Attach receipt and deliver to Instructor.

Students applying for Credit by Exam for any Math and/or Science course should bring this form and receipt to the proctor, Susan Vaichus K519a or Charlotte Cyr K519b to schedule a test date.

STEP 4: **Completed by Instructor or Proctor**

Date and Time Scheduled: _____

Date and Time Administered: _____

Instructor or Proctor Name: _____ Signed: _____

STEP 5: **Completed by Instructor/Division Director**

Result of Exam : _____

Signature of Instructor

Date

Signature of Division Director

Date

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