THREE RIVERS COMMUNITY COLLEGE

APPLICATION FOR CREDIT BY EXAM

FOR COURSES NOT COVERED BY CLEP OR DANTES EXAMINATIONS

GENERAL INFORMATION
1. A nonrefundable fee of $15.00 will be charged.
2. Registered students who pass the exam will receive credit for the course and will receive transfer grade on the transcript, which will not be used in determining Q.P.R.
3. Credit by Exam will not be given when a student fails or withdraws from a course.
4. Credit by Exam will not be given for remedial courses.
5. Credit by Exam will normally not be given to students during their final semester before their graduation.
6. Course exams will be reviewed by Department Chairpersons or Coordinators. Copies of each new exam will be given to the Academic Dean.

Step #1 (Student Completes) Student ID# ______ ______ ______ ______ ______ ______ ______

Student’s Name: _____________________________ Major: _____________________________

Course No.: ____________ Credit by Exam Course Title: ____________ Credits ______

Course Instructor: ________________________________________________________________

Students’ reasons for requesting an exemption exam: __________________________________

_______________________________________________

Step #2 Academic Dean will assign a faculty member for processing

Faculty Member Assigned ___________________________________ Room ______________

Step #3 Student will be informed of assigned instructor and they should make arrangements to take the exam promptly.

Step #4 Student pays fee: $15.00 Receipt/Check Number ___________ Date: ____________

After payment, return application to Academic Dean’s Office

Step #5 Faculty member completes in Academic Dean’s Office

Exempted ________ Not Exempted ________

_______________________________________________

Faculty Signature ___________________________ Date ______________

Step #6 Academic Dean’s Office will forward application to the Registrar’s Office for recording and filing in student’s record folder.

FOR OFFICE USE ONLY: Tech _____ Non-Tech _____ Faculty

Grade Posted ________ Date: ___________ Initials: ________

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