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.

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

            Grade Posted _____   Date: _____   Initials: _____

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