



# CREDIT BY EXAMINATION APPLICATION

**Credit by Examination Policy:** A credit by examination for any course may be taken only one time. The exam must be taken prior to the completion of the first five business days of the semester in which the student desires to take the exam. Students may apply for and take the exam prior to enrollment. In some situations, exams can be scheduled throughout the semester. Students who fail a course are not permitted to apply for credit by examination and must retake the failed course. Students who do not pass a credit by examination will not be permitted to gain credit by completing another proficiency exam.

**NOTE:** Credits earned by proficiency examinations may not be accepted by other colleges for transfer credit.

**Student:** Complete the top of this form, obtain advisor approval, and submit to the Business Office for payment prior to testing. Students may utilize their credit balance to pay the exam fee before the refund period.

CREDIT BY EXAMINATION APPLICATION FOR:

Course ID	Credit Hrs.	Semester	Year

Applicant's Name (*please print*) \_\_\_\_\_ Student ID \_\_\_\_\_

( ) \_\_\_\_\_  
Area Code Phone Number Program of Study Program Advisor

The above named student is approved to sit for the designated Credit by Examination  
**\*\*ADVISOR: Verify that course is part of student's program of study and that no transfer or military credit has been granted\*\***

\_\_\_\_\_  
Signature of Program Advisor or Student Services Advisor Date Approved

\$50 Exam Fee Paid (*non-refundable*) \_\_\_\_\_  
Business Office Signature Date

**STUDENT:** After the exam fee is paid, bring this form to the Testing Center in Zanesville or Academic Services in Cambridge to be registered for the exam.

**Students who do not complete their examination within one calendar year must complete a new application and repay the exam fee.**

Result of Credit by Examination: Passed Failed Exam Score: \_\_\_\_\_  
(*Circle One*)

Person Scoring Exam: \_\_\_\_\_ Date Scored: \_\_\_\_\_

Exam Notes: \_\_\_\_\_

**EXAMINER:** Forward completed results to The Testing Center for further processing.

**THE TESTING CENTER:** Forward passed examinations to the registrar for transcript processing.

\_\_\_\_\_  
Registrar Signature Date Processed