

Instructions:

1. Discuss rationale for credit by examination with course instructor before you register to take the course. If you decide to attempt the test out, follow the instructions below.
2. If you are registered for the course and later decide you want to do the test out instead, cancel your registration for the course at the Registration Office and follow the instructions below.

NOTE: You will only be allowed to drop the course within the first five days of the semester in order to get a refund. This drop will change your credit load and, therefore, may affect your financial aid disbursement.

3. With the assistance of the instructor, complete the following:

Student Name _____ Student ID or SSN _____

Address _____

Term Fall Spring Summer Year _____

Course Number _____ Course Title _____

Total Number of Credits _____ Lecture Credits _____ Lab Credits _____

Signature _____ Date _____
 Instructor

Signature _____ Date _____
 Dean of Instruction (for transfer courses only)

4. Take this form to the Business Office. You must pay the fee before you test out!
5. Pay examination fees: Transfer Courses = \$25/credit
 Technical Courses = \$25/lecture credit; \$50/lab credit
6. Have the business office cashier complete the following:

Amount Collected _____

Signature _____ Date _____
 Business Office Cashier

7. Take necessary examination.
8. Leave this form with the instructor for recording of grade/signature.

Grade Pass Fail Instructor Signature _____

9. Instructor: Return this form to the Registrar for recording.