

**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: \_\_\_\_\_