

Important: To qualify to take Credit by Examination, you must provide evidence of proficiency in the subject ..

1. Student Section

Your Name: _____ ID Number: _____
Course information for which you are requesting Credit By Examination.

Semester/Year	Course Title	Credit
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Student Signature: _____ Date: _____

2. Approval Signature Section

	Approval
Instructor: _____	☐ Yes ☐ No Date: _____
Chair: _____	☐ Yes ☐ No Date: _____
Dean: _____	☐ Yes ☐ No Date: _____

3. Business Office Section

Approved requests for Credit By Examination must be presented to the College's Business Office located in the Myers Center for payment of the \$50.00 fee, which is not refundable. Students should keep the receipt showing payment and present the receipt and a photo ID to the instructor at the time of the exam.

Date Fee Paid: _____ Receipt #: _____ Receipt #: _____

Circle the appropriate code: CBEAS (Arts & Sciences) CBEBA (Business & Information Technology)
CBEEN (Engineering & Industrial Technologies) CBEHS (Health & Human Services) CBEPS (Public Safety)

4. Instructor Section

At the time of the exam, the student must present a receipt showing payment for the exam and a photo ID.

Receipt presented: ☐ Yes ☐ No

Photo ID presented: ☐ Yes ☐ No

Exam start time: _____ Exam end time: _____

Results of the CBE

- ☐ Successfully completed (Submit this form to the Director of Registration and Records)
☐ Not successfully completed (Instructor maintains this form)

Instructor Signature: _____ Date: _____