



REGISTRATION AND APPLICATION for CREDIT-BY-EXAMINATION ("TEST-OUT")

A student who believes he/she has mastered the equivalent of a core or required course may consider seeking credit-by-examination. Students seeking such a "test-out" must file a request with the appropriate instructor using the form below.

If the instructor is willing to offer test-out opportunity (this is at instructor discretion), the instructor will set the date and time for examination and indicate this information on the form. In the case of seeking test-out credit for field education or other units for which a portfolio of evidence is presented as a basis for the decision, the date to be indicated is that by which supporting documentation must be submitted.

The Registrar will enter the transaction as a special registration, assess the test-out fee, and forward copies of the form to student and instructor. The test-out fee is equal to approximately 20 percent of the full undiscounted tuition for the course, as established in schedule of fees; if the test-out attempt is unsuccessful, the assessed fee will be reduced to a \$20 administrative fee. Satisfactory performance in the examination (as established by work assessed as commensurate with a grade of "B" or higher) yields an entry of "credit" on the transcript, not a grade (though the instructor may assign a grade as part of the evaluation). In no case shall a student be permitted to receive more than five course units through credit-by-examination. Course units earned through credit by examination do not count toward a student's residence requirement.

The sequence of the process is not date specific, except that:

- a. In the case of attempts to test out of courses being offered in the term current to the test-out, the examination must occur no later than the end of the first week of the term if the student wishes to pay only the test-out fee and not full tuition.
- b. No student will be permitted to seek credit by examination for a course in which the student had been registered in a prior term, whether that registration had been for credit or audit.

STUDENT COMPLETE THIS SECTION; FILE ENTIRE FORM WITH THE REGISTRAR

NAME OF STUDENT (PRINTED) _____ TELEPHONE _____ EMAIL ADDRESS _____

I am requesting credit-by-examination for the following course: _____
Course Number _____ Course Title _____

to be conducted by _____ no later than _____.
Name of Instructor _____ Date _____

(In the case of field education or other requirements for which credit may be awarded on the basis of professional or other experience, "examination" is construed to mean the review of a portfolio submitted according to the requirements of the instructor.)

I have read the statement of policy and procedure governing credit-by-examination and I understand its provisions, including assessment of the requisite fees.

SIGNATURE OF STUDENT _____ DATE _____

INSTRUCTOR'S AGREEMENT TO EXAMINE (File with Registrar)

I am willing to conduct the examination for credit as requested above, on the following date: _____
(examination date or deadline for submission of portfolio)

SIGNATURE OF INSTRUCTOR _____ DATE _____

INSTRUCTOR'S REPORT OF EXAMINATION (File with Registrar)

I am **granting** credit by examination for the student and course registered above.

SIGNATURE OF INSTRUCTOR _____ DATE _____

I am **denying** credit by examination for the student and course registered above.

SIGNATURE OF INSTRUCTOR _____ DATE _____