![Anoka-Ramsey Community College logo]

CREDIT BY EXAMINATION

ANOKA-RAMSEY
COMMUNITY COLLEGE
CAMBRIDGE · COON RAPIDS

A student able to demonstrate achievement in the content of a college-level course may receive Credit by Examination credit toward a degree under the following conditions:

- Credit by Examination credits are approved as an 'exchange' for a course; therefore, a student may not be enrolled in or have been previously enrolled in the course.
- A maximum of ten semester credits may be earned at ARCC through Credit by Examination.
- Credit by Examination credits are excluded from ARCC's Residency Requirement. (Under this requirement, students must earn a minimum of twenty (20) credits at ARCC to earn a degree).
- The $25 per credit fee must be paid before taking the Credit by Examination test.
- Students unsuccessful in an attempt at Credit by Examination may not retest in that course.
- Students receiving a grade of "C" or better on the exam will have "Credit by Examination" and the number of credits earned recorded on their transcript as transfer coursework.

NOT ELIGIBLE FOR PSEO FUNDING
Student should follow the steps below *in order and in person*:

1. Student finds an instructor to administer test (attach a transcript before submitting to the Dean)

Student Name (print) _____ Student ID_____

Department _____ Course Number _____ Number of Credits _____

Name of instructor agreeing to administer the test _____

Rationale for taking the Credit by Examination _____

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2. Student gives to Dean of Educational Services (if approved, returns to student)
    ☐ Approved   ☐ Denied   Instructional Cost Center_____

Signature of dean: _____ Date _____

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3. Student brings to the Business Office (BO)(who signs for receipt of payment and returns to student)

Amount Paid in Full $_____ BO Signature _____ Date _____

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4. Student gives to Instructor (who completes all fields and delivers to Records upon completion of exam)

Grade Assigned _____ Instructor Name (print) _____

Instructor Signature _____ Date_____

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5. Instructor gives form to the Records Office (sign when processing is complete and deliver to HR)

Signature of processor _____ Date: _____

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6. Records Office gives to Human Resources: Process completed/recorded by_____