



COURSE SPECIFIC EXAMINATION

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

- Credits are approved as an 'exchange' for a course; therefore, a student may not be enrolled in or have been previously enrolled in this specific course.
- A maximum of ten (10) semester Course Specific Examination credits may be earned at ARCC.
- Credits earned 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 from ARCC).
- The **non-refundable fee** of \$50 per credit must be paid prior to taking the test. (See Step 4 below)
- Students unsuccessful in an attempt at Course Specific Examination credits may not retest in that course. Only option would be to register for the course.
- Students who score a grade of "C" or better will earn the credits, and the number of credits earned will be recorded on their transcript as Credit by Examination coursework. Credits have no impact on a student's GPA.
- Course specific exams may or may not transfer. Check with your transfer institution.

Student Name (print): _____ Student ID: _____

Department: _____ Course #: _____ # of Credits: _____

Complete form and bring to Jan Pomeroy (C254) – attach transcript for review.

Approved Denied

Signature of Coordinator: _____ Date: _____

Meet with an Instructor to set up a date and time to take the test.

Testing Date: _____ Signature of Instructor: _____

Bring signed form to Shelly Bomstad (C226).

Date entered into system: _____

Bring form to Business Office to pay non-refundable fee.

Fee amount: _____ Signature of Business Office: _____

Date Paid: _____

Bring form to Instructor at testing time.

Instructor administers test & delivers completed form to Shelly Bomstad (C226).

Grade Assigned: _____ Name of Instructor (please print): _____

Date: _____ Signature of Instructor: _____