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.

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

☐ Bring signed form to Shelly Bomstad (C226).

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

☐ 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: ________________________________