ANOKA-RAMSEY
COMMUNITY COLLEGE

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.
- Course specific exams are not PSEO funded eligible.

Student Name (print): _____   Student ID: _____

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

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

    ☐ Approved   ☐ Denied   Cost Center: _____

    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 Course Specific Examination Form to Shelly Bomstad (C226). Grade recorded in the student record.

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

    Date: _____   Signature of Instructor: _____

9.28.2018