

## 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.
- 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 \$75 per credit must be paid prior to taking the test.
- 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.

**1. Student and Advisor must complete this section**

Student Name (print): \_\_\_\_\_ StarID: \_\_\_\_\_

Department: \_\_\_\_\_ Course #: \_\_\_\_\_ # of Credits: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Student meets with Instructor to set up a date and time to take the test**

Testing Date: \_\_\_\_\_ Signature of Instructor: \_\_\_\_\_

**3. Student brings the form to Business Office to pay non-refundable fee**

\$75 Fee Amount Paid Date Paid: \_\_\_\_\_ Signature of Business Office: \_\_\_\_\_

**4. Student brings form to Instructor at testing time.**

**5. Instructor administers test & delivers completed form to Records and Registration. Grade recorded in the student record.**

Grade Assigned: \_\_\_\_\_ Name of Instructor (print): \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Instructor: \_\_\_\_\_

**6. Records adds course and grade to student's record. Records sends form to FWM Coordinator.**

Cost Center: \_\_\_\_\_