

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:

- 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.
- Earned grade of "C" or better will be transcribed according to Minnesota State System Policy.
- 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

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: _____