

NORWALK COMMUNITY-TECHNICAL COLLEGE

APPLICATION FOR CREDIT BY EXAMINATION

MATRICULATED STUDENTS ONLY

GENERAL INFORMATION: Students may apply to take an exam in a course where a CLEP examination is not available.

Students passing the exam will be granted a grade of P for the course. The grade of P is not used to calculate GPA. The examination may not be repeated nor taken to acquire credit for a previously failed course.

STEP 1: To be completed by the student.

Form fields for student information: Date, Curriculum, Student's Name, Banner ID, Phone, Course Number, Course Title, Credits.

Student's qualifications for requesting this exemption exam: (Be very specific)

STEP 2: Student is to see their Department Chairperson/Coordinator to obtain approval.

Handwritten signature: Thomas J. Eddy

Approval to Take Examination-Department Chairperson/Coordinator Date

STEP 3: Pay fee in Business Office, Room 105. A nonrefundable fee of \$10.00 per credit is charged.

Form fields for fee payment: Amount Paid, Business Office - Receipt Number, Date

STEP 4: Return form to the Department Chairperson/Coordinator. The Faculty member assigned to give the exam is responsible for notifying the student of the results.

NOTE TO FACULTY: ATTACH EXAM and return to Department Chairperson/ Coordinator.

Faculty Member Assigned

Form fields for faculty assignment: Exempt, Not Exempt, Faculty Signature, Date

Form fields for approval: Exempt Approved, Exempt Not Approved, Department Chairperson/Coordinator, Date

STEP 5: RETURN TO RECORDS OFFICE