# NORWALK COMMUNITY 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.  _____
                                                                                    Date                                    Program

_____          |_@_|__|__|__|__|__|__|__|__|          _____
Student's Name                              Banner ID                                    Phone

__CSA 105___      Intro To Software Applications_____      3_____
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.

_____
Approval to Take Examination-Department Chairperson/Coordinator        Date: N/A

**STEP 3**:  Email the form to the Business Office at nk-businessoffice@ncc.commnet.edu. Be sure to include your phone number above.  The Business Office will contact you for payment and return the form to you.  A nonrefundable fee of $10.00 per credit is charged.

_____   _____   _____
      Amount Paid              Business Office - Receipt Number          Date

**STEP 4**:  Email the form to the exam proctor: cgabor@norwalk.edu.  The exam proctor will reply with instructions for completing the exam and notify you of the results.


Charles Gabor_____
Faculty Member Assigned

_____      _____           _____   _____
Exempt            Not Exempt           Faculty Signature                               Date

_____   _____   _____   _____
Exempt Approved   Exempt Not Approved   Department Chairperson/Coordinator   Date

**STEP 5**: Proctor will submit completed form to the Admissions Office: admissions@norwalk.edu.