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 Counseling Office: cthomas@norwalk.edu.