

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.

Form with fields for Date, Curriculum/Program, Student's Name, Banner ID, Phone, Course #, Course Title, and Credits.

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

Blank lines for student qualifications.

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

Signature line with handwritten signature and date field (N/A).

STEP 3: Pay fee in Business Office, Room E105. A nonrefundable fee of \$10.00 per credit is charged.

Form with fields for Amount Paid, Business Office - Receipt Number, and Date.

STEP 4: Return form to Professor Patrick Cassidy in W250 or via email at pcassidy@norwalk.edu. 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.

Form with fields for Faculty Member Assigned, Exempt/Not Exempt, Faculty Signature, Date, Exempt Approved/Not Approved, and Department Chairperson/Coordinator.

STEP 5: Proctor will submit completed form to the Counseling Office