



Credit by Examination and/or Occupational Experience

1. Part I - Describe the basis upon which the student is making the request. And provide documentation.
2. Part II - Briefly describe the nature of the examination given (e.g., oral exam, written test, hands-on demonstration of competence, etc.)
 - ✓ Attach documentation to the form (transcript records, employment records, training program certificate, portfolio or other documentation). If a written examination was used, attach a copy. For non-written exam, the documentation should be thorough.
 - ✓ Attach a written evaluation portfolio of the student's knowledge as compared to the knowledge gained by students who successfully complete the same or equivalent course in the traditional manner.

PART I. TO BE COMPLETED BY STUDENT

Name of Student Requesting Credit by Examination: _____
 Occupational Experience _____ Please Print

Empl ID: _____ Curriculum: _____
 Acceptance into major is required

Course in which Credit is sought _____
 Name of Course _____ Credit Hours _____

Signature of Student

Date

PART II. TO BE COMPLETED BY FACULTY

I. Basis/documentation upon which student is making request (previous courses, experience, etc.)

II. What assessment method or methods were used in determining credit by occupational experience?

A copy of documentation used must be attached to this form; they will become a part of the student file. Demonstration of ability may be required.

RECOMMENDATIONS:

Does the instructor recommend credit be given?

Yes No/Rationale for Disapproval: _____

Signature of Instructor (s)

Date

Does the division dean approve credit be given?

Yes No/Rationale for Disapproval: _____

Signature of Division Dean

Date

Approved Not Approved/Rationale: _____

Signature of Vice President of Instruction and Student Services

Date

Records Office Use:

Credit by Examination recorded on permanent record card on _____ By _____
 Date Assistant Registrar