

## 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 \_\_\_\_\_ A&R Staff \_\_\_\_\_