CREDIT BY EXAMINATION

A student must be enrolled at Concord to apply for credit by examination. To apply, the student must complete the steps outlined below:

1. Student Name ___________________________________________ Date ____________________

2. Student ID Number ________________________________________

3. Student makes a written application to the Department Chair stating the course listed in the catalog that is being requested and stating the reasons for the request.

4. Department Chair appoints a committee of at least two faculty members to review the request.

   Signature of faculty indicates that the request has been approved by:

   _____________________________________________________________
   ____________________________

5. Student pays a $55.00 registration fee to the Business Office.

6. The examination is administered when the committee is presented with the fee receipt.

7. The grade for credit by examination in, CRN Course Number

   ____________________________ is _______________ and
   Course Title ____________________________

   ____________________________ Grade ____________________________

   Hours Awarded ____________________________

   ____________________________ Faculty Examiner

   ____________________________ Date

Upon completion, one copy is filed with the Registrar’s Office, and one copy is given to the student.