



**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. Name \_\_\_\_\_ ID No. \_\_\_\_\_ Date \_\_\_\_\_
- 2. 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.

Department Chair \_\_\_\_\_

- 3. College Dean \_\_\_\_\_

- 4. Provost \_\_\_\_\_

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

Faculty Member \_\_\_\_\_

Faculty Member \_\_\_\_\_

- 6. Student pays a \$55.00 registration fee to the Business Office.

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

- 8. 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.