



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.