

**CREDIT FOR PRIOR LEARNING
DEPARTMENT CREDIT BY EXAMINATION**
(one form per course request)

STUDENT INFORMATION		
Student Name:	Student ID#:	
Mailing Address:		
City:	State:	Zip:
Email Address:	Phone Number:	

Department Credit by Examination Policy:

- Students must be currently enrolled in a credit course at Gate Way Community College
- Credit awarded through Department Credit by Examination does not count as hours in residence for graduation requirements
- No more than 20 semester credit hours may be applied to AGECE
- Students may be awarded no more than 45 credit hours, unless required by specific program
- Students may not request the examination of a course a second time
- Students may not request the examination of a course while currently enrolled in the course
- Students may not request the examination to establish credit in a previously completed course
- Student may not request the examination to establish credit for a lower level of a course in which credit has been received
- Fees are not refundable after the examination has been administered, regardless of results
- Only grades of A,B,C,D,P earned as a result of this examination will be recorded on the transcript
- Credit by Examination is transferable to other MCCCDC colleges but not necessarily to other colleges/universities

STEP 1: ADMISSIONS, REGISTRATION AND RECORDS AUTHORIZATION

Subject Code	Course Title	Sem Credits
Course:		
Justification:		

A&R Personnel: _____ Date: _____

Division Chair or Designee: _____ Date: _____

STEP 2: CASHIER OFFICE – PAY APPROPRIATE FEE

Fee: \$ _____	Paid Date: _____
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STEP 3: DIVISION TESTING AND GRADING – DO NOT GIVE THIS FORM BACK TO THE STUDENT

I certify that I have tested and graded the above student for the above course (also noted below) and have assigned the final grade appropriately.

The above student was tested by me on: _____ for course: _____
(Date) (Subject Code/Course Title)

The official final grade to be issued to this student is: _____

Instructor Signature: _____ Date: _____

STEP 4: RETURN FORM TO THE ADMISSIONS, REGISTRATION AND RECORDS OFFICE FOR POSTING

Credits Posted:	Signature:	Date:
Credits not Posted:	Signature:	Date: