

**Credit by Examination**

Selected WCCC courses may be challenged by students with permission of the instructor. Students who want to “test out” of a course must formally register for the course and submit this credit by examination registration form to Anne Donahue, Coordinator of Enrollment & Student Services. The examination required must be comparable to the final examination that is used to test all students and must be completed before or during the add/drop period. The minimum level of competency that is acceptable to successfully challenge a content area is determined by the instructor.

Students who successfully complete the requirements to challenge a course will be issued a passing “P” grade for the course, which will be posted on the student’s transcript. The credit will not be computed in the grade point average. ***Courses that are being challenged are not considered part of the student’s credit load for federal financial aid purposes.*** The nonrefundable fee for challenging a course is \$100 and will be reflected on your WCCC bill. This fee is charged whether the course is successfully challenged or not.

Students who desire credit by examination must contact the Enrollment & Student Services Office and complete all relevant paperwork before challenging the course. Students who do not meet the challenge standards will be required to complete the full course of instruction at the regular price.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_  
Cell phone carrier: US Cellular Verizon AT & T Tracfone Other Text Updates: Yes No

Student ID #: \_\_\_\_\_ Email address: \_\_\_\_\_

Advisor: \_\_\_\_\_ Instructor: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Semester:  Fall  Spring  Summer Year: 20\_\_

Course Code and Title: \_\_\_\_\_ Credits \_\_\_\_\_

Reason(s) why requesting challenge exam: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

**For Instructor Use Only**

The above-mentioned student has  successfully or  unsuccessfully challenged the above-mentioned course. Therefore the student  should be or  should not be awarded credit for the course. If the student is awarded credit the course will be posted with a “P” grade on the student’s transcript. Date of exam: \_\_\_\_\_ (Must be completed before or during the add/drop period.)

Instructor’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Coordinator of Enrollment & Student Services: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Enrollment & Student Services: \_\_\_\_\_ Date: \_\_\_\_\_

Processed: \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Non-Discrimination Policy:** Washington County Community College is an equal opportunity/affirmative action institution and employer. For more information; please call Tatiana Osmond, Affirmative Action Officer, at 454-1094.