

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 _____

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 _____