



Test Out-Credit by Examination Recommendation

In order for a student to test out of a class and receive credit, the course instructor, Division Chair, and Vice President of Instruction must submit written approval. Once the test out is approved by all parties, a letter will be mailed to the student from the Registrar's office stating if credit is approved and the charge to post the class, which is at the rate of one credit hour per course.

Student ID: _____ Student Name: _____

Degree Program(s): _____

Test Out Recommendations

Course Recommendation	
Semester:	Instructor:
Course Number:	Credit Hours:
Course Name:	

Course Recommendation	
Semester:	Instructor:
Course Number:	Credit Hours:
Course Name:	

Course Recommendation	
Semester:	Instructor:
Course Number:	Credit Hours:
Course Name:	

Course Recommendation	
Semester:	Instructor:
Course Number:	Credit Hours:
Course Name:	

Approval Signatures Required

Instructor Signature Date

Division Chair Signature Date

☐ Approve ☐ Deny

Vice-President of Instruction Date

Registrar's Office Date

☐ Approve ☐ Deny

Please attach any supporting documentation to this form and forward to Division Chair for approval.