

**SOUTHWESTERN COMMUNITY COLLEGE
APPLICATION FOR CREDIT BY EXAMINATION**

| | | |
|--------------------------------|----------------|------------------|
| NAME: | | |
| SOCIAL SECURITY NUMBER: | | |
| TELEPHONE NUMBER: | | |
| COURSE INFORMATION: | | |
| PREFIX/NUMBER | SECTION | DA Y/TIME |
| INSTRUCTOR: | | |
| DIVISION DIRECTOR: | | |

STUDENT'S JUSTIFICATION FOR REQUEST: (TO BE PROVIDED BY STUDENT)

SIGNATURE OF STUDENT **DATE**

SIGNATURE OF INSTRUCTOR **DATE**

SIGNATURE OF DIVISION DIRECTOR **DATE**

Procedure

- _____ Student requesting to challenge a course will discuss course and credit by examination requirements with the instructor and, if the instructor approves, a challenge application form will be completed.

- _____ Forms may be secured in the dean's office.

- _____ Before administering the challenge test, the instructor will forward the signed application to the dean for final approval.

- _____ The dean will indicate approval by signing the application and returning it to the instructor who will keep the signed application on file.

- _____ The instructor will record results and length of time it took the student to complete the exam in his/her grade book.

- _____ Student must attempt the exam prior to the 30% date. If the student is successful on the exam, a grade of "S" will be recorded by the instructor on the appropriate 30% report.