

**JACKSON COMMUNITY COLLEGE
APPLICATION FOR CREDIT by EXAMINATION**

Student Information (Please Print)

Name: _____ Student ID: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____

Please read the following:

1. A nonrefundable \$50.00 application fee is required for each credit by examination.
2. Upon successfully completing the Credit by Examination, the student must pay the tuition assessed in order to have the credit posted. Payment is required within 90 days of completing the exam.
3. The faculty evaluator grades the student's examination and forwards the completed application for Credit by Examination form to the Registrar for processing. ***Attach documentation of the credit by exam to the application before sending to the Registrar.***
4. The Registrar will issue a student transcript reflecting the credits earned. (Please note: Credits earned through credit by exam do not transfer to other institutions.)

I have read and understand the information on this form for Credit by Examination.

Student Signature

Date

Course Information

Course Prefix and No. _____ Course Name _____ Credits _____

Date of Examination _____ Grade Earned _____

Have you ever been enrolled in this course at JCC? No Yes Semester/Year _____

Department Approval

Faculty Evaluator _____

Faculty Signature _____

Department Chair Approval _____

Academic Dean Approval _____

(Department Chair will forward this completed form with attached exam documentation to the appropriate Dean for approval; upon approval, the Dean's office will forward to the Registrar.)

Registrar

The student, upon successful completion of the Credit by Examination, will pay fifty percent (50%) of the prevailing "in-district" tuition.

Credits _____ Tuition (50%) _____

Processed by Registrar (signature) _____

Date: _____

Cashier

Application Fee Paid _____ Tuition Fee Paid _____

Date _____ Process by Cashier _____ Receipt No. _____

Transcript mailed _____ Clerk's initials _____ Date _____