



**CREDIT BY
EXAMINATION**

Fletcher Technical Community College administers credit examinations to students who profess special competence gained through practical experience, extensive training, or completion of courses in non-accredited institutions. A credit examination must be approved in advance by the department head/dean and the appropriate instructor.

A student seeking credit by examination will initiate the process by obtaining the required application in the Office of Student Affairs or from his/her advisor. The student will complete the application, obtain the required signatures, and pay the required application fee. The student will then schedule an exam time with the instructor. Results of the examination will be recorded on the application by the instructor. The instructor records the result of the exam and submits the completed application to the Office of Student Affairs.

- Only students enrolled at FTCC are eligible to take credit examinations.
- The course for which credit is sought must be included in the current catalog/handbook.
- Student may not test for credit for any course that the student has previously audited.
- Student may not test for credit for any course that the student made an unsatisfactory/non-passing grade in.
- Student may not repeat a failed credit examination.
- Student must make a grade of C or better to receive credit. The received credit will be recorded as a grade of P for pass.

Date: _____ **Student ID#:** _____

Name: _____ **Phone #:** _____

Course name for which credit is being sought: _____

Course number for which credit is being sought: _____

Department Head/Dean Approval: _____

Instructor Approval: _____

\$25 Application Fee Paid: YES NO Business Office Verification: _____

(Student must pay application fee before exam is administered. Instructor must verify payment before administering exam. Instructor must also verify that student is presently enrolled before administering the exam.)

*******To Be Completed by Instructor After Exam is Administered*******

Date of Exam: _____

Results of Exam: PASS FAIL

Instructor Signature: _____

*******To Be Completed by Student Affairs*******

Entered into SCEAS by _____

