



## Credit by Examination Request Form

### **Instructions to Students:**

To officially receive credit for previous training or experience, you should consult your advisor or the PLA Coordinator to discuss the feasibility of pursuing the credit. Students should complete steps 1, 2, and 3 (if applicable) and then submit form to their advisor. **NOTE: Requested credit must meet a student's degree requirement (see student's Degree Audit).**

### **Step 1: Student Information Section (Must be completed prior to assessment)**

Name: \_\_\_\_\_ ID or SS#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **Step 2: Assessment Requested (A separate form must be submitted for each course)**

Course for which credit is desired: \_\_\_\_\_  
Course Number Course Title

✓	Type of Assessment	Fee
✓	<b>License/Certificate</b> Official certification from a previously assessed and accepted source	No Fee (Go to Step 4)
	<b>Credit by Departmental Exam</b> Departmental exam constructed and graded by an ANC instructor	\$20 per credit hour (Go to Step 3)

### **Step 3: Business Office Section (Must be completed prior to assessment)**

Exam Assessment Fee: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received by: \_\_\_\_\_

### **Step 4: Instructor/Division Chairperson Section**

Approved Credit Recommended for: \_\_\_\_\_  
Course Number Course Title

### **Step 5: Signatures (Required if approved in Step 4)**

\_\_\_\_\_  
 1. Instructor (if applicable) Date

\_\_\_\_\_  
 3. Chief Academic Officer Date

\_\_\_\_\_  
 2. Division Chairperson Date

\_\_\_\_\_  
 4. Registrar Date