



Williamsburg Technical College Application for Credit by Examination

Student Requesting to take Examination _____

Student's I.D. _____ Student's Curriculum _____

Date of Request _____ (Must be within Drop/Add Period)

In requesting permission to apply for credit by examination, I understand that

- I have not taken this course at Williamsburg Technical College within at least one semester
- I must be currently registered for this course and will attend classes until notified of the result of the exam
- I will receive a letter grade for this course, if successful on the exam
- I have met with the Financial Aid office and understand the benefits (Pell Grant, Lottery Tuition Assistance) for which I am eligible. Note: Financial Aid may not be available
- I understand that I am responsible for the full cost of the course and the fee is not different because I am applying for Credit by Examination
- I understand that I must make a 'C' or higher to receive Credit by Examination

I request permission to take the final competency examination of the course titled _____

_____ Course number and section: _____

because of the previous work, training, or courses completion.

Completed course previously; course expired.

Year of completion _____ College _____

Other Reason: _____

Student Signature and Date

Instructor Endorsement and Date

Business Office Signature and Date

Vice President for Academic Affairs Signature and Date

Approved Not Approved

Examination Results (for official use only)

Date of exam _____ Exam Grade _____ Course Grade _____

Instructor Signature and Date

Attach a copy of the completed exam to this form and forward up for Academic Affairs acknowledgement.

VP for Academic Affairs acknowledgement

Registrar Authorization _____ Date of Student Notification _____