



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 _____