



APPLICATION FOR INSTITUTIONAL CREDIT-BY-EXAM

1. NAME: _____ SID _____
MAILING ADDRESS: _____
_____ Phone: _____

I hereby request a "credit-by-exam" in the following course:

Course Name: _____ Course # _____

Student Signature: _____

2. After payment of the credit-by-exam fee, the examination for the above-listed course will be administered on _____
at _____

Approved: _____ Date: _____
Supervising Dean

3. Application fee payable to Polk State College cashier.

CASHIER STAMP HERE

Current Fee: \$75.00 (NONREFUNDABLE)

4. The above student has completed the "credit-by-exam" for the course indicated above.
The grade _____.

Instructor Signature _____ Date _____

5. **RECORDS OFFICE:** Date Received _____

Entered on the student's transcript

By: _____ Date: _____

INSTRUCTIONS:

- Step 1. Student completes Section 1 of the Credit-by-Exam form.
- Step 2. Student secures Campus Academic Dean's Approval.
- Step 3. Student pays fees to cashier and cashier stamps form.
- Step 4. Student sees instructor for any login codes or other information.
- Step 5. Student takes the exam as arranged. This form is retained with the exam.
- Step 6. Completed by instructor who submits to Registrar's Office (*Station # 23*).