

**Request for Credit by Exam (STEP)**  
**Separate Form Required for Each Exam**

<b>Student Name</b> _____	<b>Student ID Number</b> _____
YEAR: _____	TERM:    ___ Fall    ___ Spring    ___ Summer

Course Number	Course Title	Credit Hours
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REASON FOR REQUESTING EXAMINATION: \_\_\_\_\_

**STEP** examinations are course specific and charges are separate from regular tuition charges. **Charges are non-refundable and are payable in full at the time the exam is scheduled.** All special examinations for credit shall be graded on a *Pass-Fail* basis. A failure shall not be recorded on the student's official record. A copy of this form shall be filed in the student's record in the Records Office regardless of pass or fail.

Credit awarded by special examination shall be counted as residence but shall not count as part of the student's academic load for the semester. The student must be accepted for admission to the college. A student currently enrolled in a class who successfully completes a special examination for that class shall be withdrawn from the official class roll after the granting of credit. The withdrawal date determines the status of the student's assessment, refund, and grade for the enrollment period. Withdrawal date shall be considered to be date STEP exam was administered.

<b>Type of Exam:</b> ___ Written (or Lecture Course)	\$20 per course
___ Practical (or Laboratory Course)	\$40 per course
_____ BUSINESS OFFICE SIGNATURE	_____ DATE PAID
<b>OR Attached Copy of Paid Receipt to this Form</b>	

**Examination should not be administered unless Business Office section (above) has been completed.**

<b>Examination Results:</b> PASS <input type="checkbox"/> Yes <input type="checkbox"/> No    Grade _____ %
<b>Examiner:</b> _____ <b>Date:</b> _____

_____ STUDENT SIGNATURE	_____ Date
_____ ADVISOR SIGNATURE	_____ Date
_____ ACADEMIC DEAN SIGNATURE	_____ Date