



**Application and Procedure for Academic Credit by Challenge Examination**

*Instructions:*

1. The Student/applicant for this option (see policy in current catalog) must be fully admitted (matriculated) into a CMCC catalog program. Credit by challenge examination will not be offered for courses in which a CLEP examination exists.
2. Recording fee, consistent with CMCC policies, must be paid to the Business Office prior to sitting for the exam (s). If the exam is passed a "P" grade (for Pass) will be reported to the Registrar.
3. The student must complete this application for each catalog course to be challenged and present it to the **Chair of the Department** that the course is offered for their approval.
4. **This completed form must be returned to the Registrar's Office by appropriate faculty, not the student.**

**CREDIT EARNED FOR SUCCESSFULLY PASSED CHALLENGE EXAMS WILL NOT BE COUNTED TOWARD SEMESTER CREDIT LOADS FOR FINANCIAL AID, VETERAN BENEFITS OR ATHLETIC ELIGIBILITY.**

Student \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_ Phone number \_\_\_\_\_

Program/Major \_\_\_\_\_ Date of application \_\_\_\_\_

Course number, Title and Credits to be challenged: \_\_\_\_\_

Date and Time of Challenge Exam \_\_\_\_\_

Non-refundable recording fee \$ \_\_\_\_\_ Date Fee Paid \_\_\_\_\_

Business office representative \_\_\_\_\_

***Approvals by Dept. Chair/Program Administrator (Required before Examination is taken):***

Department Chair/Program Administrator \_\_\_\_\_ Date \_\_\_\_\_

Results of Examination (Pass or Fail) \_\_\_\_\_ By: \_\_\_\_\_

Posted and Signed by Registrar \_\_\_\_\_ Date \_\_\_\_\_