

# Credit by Exam Request Form

## Instructions for Student:

1. Complete the top section of this request form and submit to the appropriate dean (see list below) at least 30 days prior to the beginning of the semester in which the course is offered.
2. Remit a non-refundable \$25 fee per exam to SCC's Business Office if approved for the exam.  
(The Exam Administrator will notify the student if approved or disapproved to take the exam)
3. Present proof of payment (Business Office receipt) and photo ID at the time of exam.  
(Exam Administrator will notify student of date, time and location of the exam.)

Student must have an active Application for Admission on file at Stanly Community College. Student does not have to be registered for the course.

Name: \_\_\_\_\_ Student ID or Date of Birth: \_\_\_\_\_  
(First, Middle, Last) (mm/dd/yyyy)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Course Number and Name: \_\_\_\_\_

Semester and Year: \_\_\_\_\_

**(It is essential that the provided phone number and email be accurate and legible.)**

## Deans:

- School of Business and Technology - Merlin Amirtharaj ([mamirtharaj5283@stanly.edu](mailto:mamirtharaj5283@stanly.edu))
- School of Health & Public Services - Tammy Crump ([tcrump5648@stanly.edu](mailto:tcrump5648@stanly.edu))
- School of Transfer - Heather Hill ([hhill7464@stanly.edu](mailto:hhill7464@stanly.edu))
- School of Stanly Online - Dennis Souther ([dsouther5612@stanly.edu](mailto:dsouther5612@stanly.edu))
- School of Pre-College - Mike Hogan ([mhogan5266@stanly.edu](mailto:mhogan5266@stanly.edu))

## Checklist for Exam Administrator:

- \_\_\_\_\_ Student appears in Datatel with a "STU" status. (Call Records & Registration if questions)
- \_\_\_\_\_ Credit by Exam is offered for the requested course.
- \_\_\_\_\_ Student has not previously attempted a Credit by Exam for this course. (Check other grades on TSUM in Datatel.)
- \_\_\_\_\_ Student is not currently attending or has never received a grade of A, B, C, D, F, I, or W for the course. (Check grade column on STAC in Datatel.)
- \_\_\_\_\_ Student has satisfied all prerequisites for the course.

Date request received: \_\_\_\_\_ Approved: \_\_\_ Yes \_\_\_ No Datatel ID: \_\_\_\_\_

\_\_\_\_\_  
Exam Administrator's Signature

\_\_\_\_\_  
Date

## *This section to be completed by Exam Administrator*

Date, time, & location test will be given: \_\_\_\_\_

## At time of exam:

\_\_\_\_\_ Student presented a picture ID (e.g., Driver's License).

\_\_\_\_\_ Student provided payment receipt.

Credit by Exam Earned: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Numerical Score: \_\_\_\_\_

Registered for Course: Yes \_\_\_\_\_ No: \_\_\_\_\_ Date Dropped: \_\_\_\_\_

*Exam Administrator must drop the successful student from the course, if registered for the course, and forward a copy of this completed form to the Associate Dean of Records and Registration.*

\_\_\_\_\_  
Exam Administrator's Signature/Date

\_\_\_\_\_  
Associate Dean of Records and Registration's Signature/Date