



Currently enrolled students pursuing an approved program of study are eligible to petition for credit by examination.

PROCEDURE:

1. Do not register for the class in which you want the examination.
2. Determine if there is an examination available through the appropriate department
3. Obtain the department head's signature and number of credits in the Examination Approval section on this form.
4. Pay the examination fee (equal to the cost of the course) at Rogue Central. Financial Aid will **not** pay for Credit by Examination. **This payment is non-refundable.**
5. Give this form along with evidence of payment to the department head or assigned test proctor.
6. The department head or assigned test proctor will administer the exam, indicate the results in the examination results section on this form, and deliver the completed, signed form to the Enrollment Services Office. Graded forms are accepted from college staff only.
7. If you pass the examination with the minimum grade required by the department, the course and grade earned will be recorded on your transcript at Rogue Community College.
8. If you do not pass the examination, the class will **not** be recorded on your transcript; **no refund will be issued.**

Name _____ Student ID _____

Address _____
Street or PO Box City State Zip

Phone (_____) _____ Email _____

EXAMINATION APPROVAL

Department Head's Signature _____ Credits _____ Date _____

EXAMINATION RESULTS
(For Faculty Use Only)

Course No. _____ Course Title _____ Credits _____ Grade _____

Department Head's Signature _____ Date _____

FOR OFFICE USE ONLY

Rogue Central	Enrollment Services
Amt Paid \$ _____ Date _____	Date _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	
Receipt # _____ By _____	Transcribed By _____