Credit by Exam

Credit by Exam (CBE) is not available for all courses. Students should start by filling out the Student Information and Course Requested for Examination sections of this form and consult with faculty regarding the possibility of CBE. Course cannot be a repeat of a course already taken/started.

1. Faculty and student agree upon a future date and location for the exam (at least one week out). Faculty fills out Step 1 of the form and sends it to CreditforPriorLearning@century.edu for processing.
2. Credit for Prior Learning staff complete Step 2 of the form and notify the student of their next steps.
3. Student to pay for the course prior to the exam date via eServices. Student fills out Step 3 of the form.
4. Student turns in the completed form to faculty on the day of the exam.
5. After the exam, faculty sends the completed form to CreditforPriorLearning@century.edu

For detailed policy and procedures refer to the final page of this document.

Student Information:
Student Name- Last: ____________________________  First: ____________________________  MI: __________
Century Student ID #: ____________________________
Program/Major: ____________________________
Phone #: ______________  Email Address: ____________________________

Course Requested for Examination: Student must not be previously/currently registered, enrolled, or transferring in the course requested.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>COURSE #</th>
<th>TERM</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: VCT</td>
<td>1041</td>
<td>Spring 2023</td>
<td>Digital Photography I</td>
<td>Borelli</td>
<td>3</td>
</tr>
</tbody>
</table>

Student Signature: ____________________________  Date: ____________________________

Step 1: Faculty Authorization/Exam Date: Please allow one week for completion of exam verification.

Instructor Name: ____________________________
Instructor Signature: ____________________________  Date: ____________________________

Date and Time Exam is Scheduled: ____________________________  Exam Location: ____________________________
**Step 2:**

**Exam Verification:** Student consults with Credit for Prior Learning personnel to review academic standing, DARS audit, and verifies student not previously registered/enrolled/transferring in the course requested for examination. Course will be added to student’s account. Transfer Office – West 2240 or send a scanned copy of full form as email attachment to CreditforPriorLearning@century.edu

Credit for Prior Learning Personnel Name: ____________________________________________________________

Credit for Prior Learning Personnel Signature: ___________________________ Date: ______________________

**Step 3:**

**Payment:** Payment made via eServices. Include payment confirmation code here.

**Examination fees are $75/per credit.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>$X 75</th>
<th>Total Fee Paid for Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Payment confirmation code: ___________________________ Date: ______________________

Student signature: ___________________________ Date: ______________________

**Step 4:**

**Complete Exam:** Instructor records results of exam and submits form directly to the Transfer Office via campus mail to West 2240 or via email to CreditforPriorLearning@century.edu

___ CR/PASS    ___ NC/NO PASS  Instructor Signature: ___________________________ Date: ______________________

**SUBMIT COMPLETED FORM TO THE TRANSFER OFFICE WITHIN TWO WEEKS OF THE EXAM**

**Office Use Only**

Transfer Office records outcome on the Century College transcript, scans form into student’s record and sends a copy to Academic Affairs for faculty stipend release.

Course ID # ______________

_____ Course Registered _____ Grade Entered  Processed By: ___________________________ Date: ______________________

Revised 02/29/2024