



# Credit for Prior Learning

## Credit by Exam

Transfer Student Services/DARS • West Campus 2240  
[CreditForPriorLearning@century.edu](mailto:CreditForPriorLearning@century.edu) • (651)779-3908

### 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.

1. The 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](mailto: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. The student takes the form to the Business Office to pay for the course prior to the exam date. The Business Office fills out *Step 3* of the form.
4. The student turns in the completed form to faculty on the day of the exam.
5. After the exam, faculty sends the completed form to [records@century.edu](mailto:records@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.

| DEPARTMENT          | COURSE #    | COURSE TITLE                 | INSTRUCTOR      | CREDITS  |          |
|---------------------|-------------|------------------------------|-----------------|----------|----------|
|                     |             |                              |                 | LECTURE  | LAB      |
| <i>Example: VCT</i> | <i>1041</i> | <i>Digital Photography I</i> | <i>Borrelli</i> | <i>3</i> | <i>0</i> |
|                     |             |                              |                 |          |          |

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 Specialist to review academic standing, DARS audit, and verifies student not previously registered/enrolled/transferring in the course requested for examination.

Transfer Student Services/DARS Office – West 2240 or send a scanned copy to [CreditForPriorLearning@century.edu](mailto:CreditForPriorLearning@century.edu)

Credit for Prior Learning Specialist Name: \_\_\_\_\_

Credit for Prior Learning Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 3:**

**Payment:** Submit payment to the Business Office prior to exam date. Attach receipt to form - West 2340

**Examination fees are \$25/per lecture credit and \$50/per lab credit.**

|                              |  |        |  |                                |
|------------------------------|--|--------|--|--------------------------------|
| <i>Total Lecture Credits</i> |  | X \$25 |  | <i>Total Fee Paid for Exam</i> |
| <i>Total Lab Credits</i>     |  | X \$50 |  |                                |

Business Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 4:**

**Complete Exam:** Instructor records results of exam and submits form directly to the Records & Registration Office via campus mail to West 2330 or via email to [records@century.edu](mailto:records@century.edu)

\_\_\_\_\_ CR/PASS \_\_\_\_\_ NC/NO PASS Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*SUBMIT COMPLETED FORM TO RECORDS & REGISTRATION WITHIN TWO WEEKS OF THE EXAM\*\***

**Office Use Only**

Records and Registration 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: \_\_\_\_\_

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## Credit for Prior Learning

### Credit by Exam

DARS/Transfer Office  
West Campus 2240  
3300 Century Avenue North  
White Bear Lake, MN 55110  
(651)779-3908

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## Credit by Exam

Century College admitted and/or enrolled students may complete course-specific examinations approved by Century College faculty and earn credit for passing the examination. Students are responsible for arranging Credit by Exam with the instructor for the course and must follow the required procedures below. Students must consult with the Credit for Prior Learning Specialist to review qualifications for Credit by Exam. The instructor and credit for prior learning specialist must authorize the exam prior to submitting payment. After completing the exam, the instructor will submit the form to the Records and Registration Office indicating if the student will receive credit.

## Policy and Procedures

Students earning credits through Credit by Exam must plan to complete a degree, diploma, or certificate at Century College. Credit is granted by faculty based on students demonstrating proficiency of the course requirements/learned outcomes.

Requirements for Credit by Exam include:

- Student **cannot** be or have been registered/enrolled/transferring in the course for the examination.
- Student must complete the exam **without registering** for the actual course.
- Student may complete Credit by Exam only once for a specified course.
- Student is responsible for consulting with the course instructor and arranging completion of Credit by Exam.
- Student is responsible for **non-refundable** payment for examination fees **prior** to the administration of the exam and receiving stamp of payment receipt on the attached form to completed Credit by Exam form to the instructor.
- Examination fees are \$25 per lecture credit and \$50 per lab credit. Student may not use financial aid funds for examination fees.
- A grade of "CR" (credit, passing grade of "C" or higher) or "NC" (no credit) will be entered for the specified course on the student's transcript for the examination and is not used in the calculation of grade point average (GPA) nor do the credits count toward financial aid eligibility.
- If student earns a grade of "NC" for the examination, they must enroll in and complete the actual course to receive credit.
- The course instructor is responsible for completing the Credit by Exam form to authorize the exam, record exam results (CR/NC) and submit completed form directly to the Records and Registration Office upon completion of the examination (West 2330).
- Credits earned through Credit by Exam count toward residency; student must meet residency requirements for each academic degree/program.
- Credits earned through Credit by Exam do not count as attempted credits for Satisfactory Academic Progress.