Credit by Exam

Credit by Exam (CBE) is not available for all courses. Students should start by filing 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 Records@century.edu for processing.
2. Records Office 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. 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.

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>COURSE TITLE</th>
<th>INSTRUCTOR</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: VCT</td>
<td>1041</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 Records Office 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. Records Office – West 2330 or send a scanned copy to Records@century.edu

Records Office Personnel Name: __________________________________________________________
Records Office 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>
</table>

Payment confirmation code: ___________________________ Date: ___________________________

Student signature: ________________________________

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

____ CR/PASS  _____ NC/NO PASS  Instructor Signature: __________________________ Date: ______________

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