Credit for Prior Learning

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 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. 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>LECTURE</th>
<th>LAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: VCT</td>
<td>1041</td>
<td>Digital Photography I</td>
<td>Borrelli</td>
<td>3</td>
<td>0</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 Specialist 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 Student Services/DARS Office – West 2240 or send a scanned copy to CreditForPriorLearning@century.edu

Credit for Prior Learning Specialist Name: ____________________________ Date: __________________
Credit for Prior Learning Specialist Signature: ____________________________ Date: __________________

Step 3:
Payment: Payment made via eServices. Include payment confirmation code here.
Examination fees are $25/per lecture credit and $50/per lab credit.

<table>
<thead>
<tr>
<th>Total Lecture Credits</th>
<th>X $25</th>
<th>Total Fee Paid for Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lab Credits</td>
<td>X $50</td>
<td></td>
</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 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**