



Credit for Prior Learning

Credit by Exam

Records Office • West Campus 2220
Records@century.edu • (651)779-3299

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 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.

DEPARTMENT	COURSE #	COURSE TITLE	INSTRUCTOR	CREDITS
<i>Example: VCT</i>	<i>1041</i>	<i>Digital Photography I</i>	<i>Borelli</i>	<i>3</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 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.

<i>Course</i>	<i>Credits</i>	<i>X \$75</i>		<i>Total Fee Paid for Exam</i>

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****

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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