



REQUEST FORM FOR CREDIT BY EXAMINATION
For State-Funded Courses (Effective Fall 2010)

Student Name: _____ SID# _____

E-Mail: _____ Daytime Phone #: _____

Which course do you want to earn credit by examination? _____ Quarter/Year: _____

FOR STUDENT: READ THE FOLLOWING GENERAL POLICY CAREFULLY

- The student must be enrolled at Bellevue College for the quarter in which the request is made.
- The student must have completed ten quarter credit hours at Bellevue College.
- Credit is not counted toward residence requirement.
- Credit is granted only for examinations in which a grade of “C” or better is received.
- Credits by examination, together with other non-traditional credits, cannot exceed 25% of the total number of credits for a degree or a certificate, also subject to policy of individual program.
- Examination is not allowed for a course that was previously enrolled in or audited at the college.
- Examination for the same course may not be repeated.
- Credit by Examination is not allowed for world language courses in the student’s native language.
- Individual department or program may require the student complete the next highest sequential course before receiving credit. However, the student cannot receive credit by examination for any course if a more advanced course in that subject area has been completed.
- Credits awarded are identified on the student’s transcript, but are not calculated into the GPA.
- Transferability of these credits will be subject to the policies of the receiving institution.
- Each credit is charged at 40% of the current tuition and fee rate, no sliding scale, no upper limit.
- **The fee must be paid before taking the examination and is non-refundable.** The fee does not guarantee the award of credits.

By signing below, you acknowledge that you accept the terms listed above.

Student Signature (required): _____ Date: _____

PROCEDURE

- The program chair or division dean determines the availability of examination for the requested course. If the request is approved, the program chair or division dean assigns an examiner.
- **The student takes the form to the Registrar’s Office to confirm enrollment eligibility and submit a fee equal to 40% of the current tuition and fee rate prior to the examination.**
- After payment is made, the student contacts the examiner to arrange a time for the examination.
- After the examination, the examiner completes the form and returns it to the Registrar’s Office.

FOR PROGRAM CHAIR OR DIVISION DEAN

Is an examination for the course listed above available? Yes No

If test is available, the assigned examiner is: Name: _____ Phone: _____

Program Chair or Division Dean’s Name: _____ Signature: _____ Date: _____

FOR EXAMINER: The student must present a payment receipt before taking the examination.

The student has completed the examination for the following course:

Course Number: _____ Course Title: _____ Grade: _____ Date: _____

Credit approved? Yes No (A grade of “C” or better is required for credit)

Examiner’s Name: _____ Examiner’s Signature _____ Date: _____

EXAMINER RETURNS THE FORM TO THE REGISTRAR’S OFFICE