

**St. Cloud Technical and Community College
CREDIT BY EXAM FORM (TEST OUT)**

TEST OUT PROCESS:

You may not test out of a class that you have previously taken for credit or are currently enrolled in.

Student must be enrolled at St. Cloud Technical and Community College to be eligible for the Test Out process. The Test Out fee is non-refundable. **The evaluation fee is \$30.00 for each lecture credit and \$60.00 for each lab credit.** (Please attach the receipt to this form). You are responsible to locate an instructor who will administer the Test Out. The instructor will grade your Test Out and return this form to the appropriate Dean. You will need to score an equivalent of a "C" or as stated in course syllabus, in order to pass. A grade of CR will be given for successful Test Outs. You will be notified in writing as to whether you have passed or failed.

STEP 1 ARRANGE WITH AN INSTRUCTOR TO ADMINISTER THE TEST OUT:

Instructor must verify and fill out the following information prior to making payment to Financial Services.

Course Subject & Number: _____ (i.e. BUSM 1200)

Course Name: _____

Lecture Credits: _____ Lab Credits: _____

Instructor Responsible for Test Out: _____ (Please Print)

Instructor Signature: _____

STEP 2 STUDENT INFORMATION:

Last Name: _____ First Name: _____

Tech ID #: _____ Today's Date: _____

Are you currently enrolled in this course or have taken it for credit in the past?

_____ No _____ Yes (If Yes, ineligible to test out)

Student Signature: _____

STEP 3 RECORDS & REGISTRATION: (Required before payment is made)

Checklist: Student needs to be enrolled as a current admitted student. Student cannot be enrolled in the course or have taken for credit in the past. If this is the 2nd test out attempt then there must be a 12 month waiting period.

Initials _____

STEP 4 FINANCIAL SERVICES: (Receipt must be attached to form once payment is made)

Lecture Credits _____ Lab Credits _____ Amount Paid _____ Initials _____

STEP 5 INSTRUCTOR: Evaluation Date: _____

Course #	Course Name	(Pass/NoPass)	Instructors Initials
_____	_____	_____	_____

Dean's Signature (signature approves payment to instructor) _____