Institutional Credit by Examination

Student Name ________________________ Student ID Number ________________________

Eligibility for any institutional credit-by-examination program is based on the following guidelines:

1. The student must be currently enrolled at South Georgia State College.
2. South Georgia State College awards institutional credit-by-examination only for courses offered by South Georgia State College.
3. South Georgia State College does not award institutional credit-by-examination if a student has been previously enrolled in the course.
4. No credit will be awarded for prerequisite courses after higher-level courses have been attempted.
5. No more than 20 semester hours of credit may be earned by examination.
6. When credit is awarded, a grade of “K” will be recorded on the student’s permanent academic record.

Student has been given permission to earn institutional credit by examination for the following course:

Course Prefix/Number (e.g. ENGL 1101) ________________________ # of credit hours ______

Term/Year □ Sum 20____ □ Fall 20____ □ Spr 20____

First: Instructor Signature ____________________________ Date ____________

Second: Dean Signature ____________________________ Date ____________

Examination fee: $10.00 per semester hour

□ Fee has been paid. Amount Paid ____________

Third: Cashier Signature ____________________________ Date ____________

□ Exam has been taken. Grade earned ____________

Fourth: Instructor Signature ____________________________ Date ____________

□ Course has been created in banner. CRN ____________

Fifth: Academic Affairs Representative Signature ____________________________ Date ____________

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FOR OFFICE USE ONLY: Processed by: ____________________________ Date ____________

Revised December 2018