

CLEP/DANTES/ Military Training/ Industry Training Programs REQUEST FORM

(REQUESTS SHOULD INCLUDE FORM, OFFICIAL TRANSCRIPTS/DOCUMENTATION TO SUPPORT REQUEST, AND PAYMENT AT TIME OF SUBMITTANCE TO THE REGISTRAR'S OFFICE)

Student _____ ID# _____ Date _____

Program of Study Goal: _____

Total current credit hours enrolled in and/or completed: _____

REQUESTED CREDITS

MATC Course(s) requesting credit in	Credit Hours	EQUIVALENT CREDIT TYPE <i>Course Code – Credit/ Certification/ License already obtained (if applicable)</i>	VALIDATE COMPLETION OF CREDIT <i>Institution/ Training criteria/ Portfolio/Transcript / Documentation (please attach)</i>	Charges <i>Refer to policy 5.1.3 Credit for Prior Learning</i>
Total Credits:			Total Amount Due: *Payment must be made prior to evaluation*	

Student Signature _____ Date _____

For Office Use Only:

Action Taken: Approved Denied

CAO Signature _____ Date _____

Registrar Signature _____ Date _____

Amount Paid\$ _____ Receipt# _____ Date Paid _____ Student Accounts Coordinator _____

Application for Credit by Examination

Student Name _____ ID# _____ Date _____

Course Number and Name of Course _____

By signing below, the student acknowledges:

- a) understanding the Credit by Examination procedure,
- b) student may apply for a maximum of 9 credit hours by examination,
- c) agree to pay the appropriate fee prior to taking the examination, and
- d) further understand that if successful on the examination, it will be transcribed as "Credit."

Student Signature _____

Date _____

FOR OFFICE USE ONLY

Testing Fee Paid \$ _____ Receipt# _____ Date Paid _____

**Forward to Proctor*

EXAMINATION INFORMATION

Examination Date/Time _____

Location _____

Proctor Signature of Completion _____ Date _____

**Please provide Form and Exam to Instructor for evaluation*

EVALUATION OF EXAM

Grade/Percentage Achieved _____ Pass/Fail _____

Instructor Signature _____ Date _____

CAO Signature _____ Date _____

**Turn into Registrar upon Completion*

____ Registrar ____ Student Accounts