# Course Credit or Waiver

*NOTE: If you are receiving financial aid, check with the Financial Aid Office before accepting credit by exam. Financial aid does not pay for a class that you do not attend.*

_____     _____
Student Name (Please print)                          ID Number

_____     _____
Student Signature  (if requested by student)                              Date

Student's program of study:  _____

Course number(s) for which credit or waiver is requested: _____

## INFORMATION TO BE COMPLETED BY FACULTY/ADMINISTRATOR/ADVISOR
### Choose one of the following:

❑ **Credit by exam**– Student must take appropriate exam.  If successful, the student will enroll in and pay full tuition and fees for the course for which an S grade will be noted on the transcript at the end of the semester.

❑ **Waiver by exam**- The student <u>does not enroll</u> for the course but will, take the exam and, if successful, have the course waived from the specified program.  No credit will be given for the course so the student may need to take another course to complete the required number of credit hours for the degree/certificate.

Evaluation method (attach copy of test or description of method)

Minimum Required Test Score: _____        Student's Test Score: _____

❑ **Credit by credential**– Student must present documentation of an industry-approved credential.  The credential is subject to approval by an appropriate academic administrator.  The student will enroll in and pay full tuition and fees for the course(es).  If successful, the student will receive credit and an S grade at the end of the semester.  (Attach copy of credential documentation.)

❑ **Waiver by credential** - The student <u>does not enroll</u> for the course but will pay $5.00 per credit exam fee, take the exam and, if successful, have the course waived from the specified program. No credit will be given for the course so the student may need to take another course to complete the required number of credit hours for the degree/certificate. (Attach copy of documentation or credential.)

❑ **Waiver** - The student is not required to take the course for the reason indicated below, but may need to take another course to complete the required number of credit hours for the degree/certificate._____

_____

_____

❑Approved  ❑ Denied  _____
                         Instructional Administrator/CAO signature                          Date

*Student Services use only:*      Entered in Notes_____      Staff Initials: _____ Date:_____Submit for scanning

Montcalm Community College