



## CREDIT BY EXAM - TEST OUT FORM

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

- Students must be enrolled at Riverland to be eligible for the Credit by Exam-Test Out process.
- Credit by Exam-Test Out is available prior to or within the first five days of the term in which the student will receive the credit.
- The credit by exam-test out fee is **\$75 for each lecture** credit and **\$100 for each lab** credit.
- Students may not take a credit by exam-test out of a course that appears on your transcript; have previously withdrawn from or failed.
- Credit by Exam-Test Out fees are non-refundable.
- *Students who fail a credit by exam-test out may not seek credit for prior learning for the same course through portfolio review or any other prior learning assessment method.*

- 1) Arrange with the instructor to administer the credit by exam-test out.
- 2) Complete the following information prior to payment in the Business Office.

### Credit by Exam - Test Out Course Information

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_  
(ex: BUSO 1620)

Lecture Credits \_\_\_\_\_ Lab Credits \_\_\_\_\_

Instructor Responsible for Credit by Exam-Test Out: \_\_\_\_\_

- 3) Take this form to the Bookstore. You must pay the fees before you take the credit by exam-test out. (Please attach the receipt to this form).

### Payment Verification:

Amount Paid: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

- 4) Instructor Verification:      Pass      Fail      (circle one)

Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 5) Return this form to the Registrar's Office for recording.

\_\_\_\_\_ ISRS      \_\_\_\_\_ DARS      \_\_\_\_\_ Copy to Academic Dean