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 $25 for each lecture credit and $50 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- Students may not take a credit by exam-test out of a course that appears on your transcript; have previously withdrawn from or failed.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

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>Course Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ex: BUSO 1620)</td>
<td>--------------</td>
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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

Riverland is asking you to provide information that includes private and/or confidential information under state and federal law. Riverland is asking for this information in order to process this form. You are not legally required to provide the information we are requesting; however, the college may not be able to effectively process this form without it.  February 2019