



# CREDIT BY EXAM PETITION

**Instructions:** Prior to completing this petition, please read the exam procedures and review the current courses eligible for credit by exam. Applicant should submit this completed, signed form with payment to **Admissions and Records**.

Today's Date		NSHE ID	Date of Birth (mm/dd/yyyy)	
Last Name			First Name	Middle Initial
Former Name (if any)		Telephone Number		
<b>Preferred Days/Dates/Times for Examination To Be Taken</b>				
Days/Dates		Times		
<b>Class For Which Exam Is Being Requested</b>				
Department (Ex: ENG)		Course (Ex: 101)	Credits (Ex: 3)	
<b>I am petitioning TMCC to allow me to obtain Credit by Examination for the above course. I understand that credits earned by exam may not transfer to other colleges and universities.</b>				
Signature			Date	

## FOR OFFICE USE ONLY

<b>Admissions and Records - Initial</b>				
<input type="checkbox"/> Form submitted to Admissions and Records <input type="checkbox"/> Admissions and Records has reviewed/processed/signed form and submitted to Accounting Services and applicable department				
Rec'd by	Date	Fee Payment	Account Numbers	
Registrar's Signature (or designee)			Date Approved	
<b>Department/Grading Instructor</b>				
<input type="checkbox"/> Department has contacted student to schedule exam <input type="checkbox"/> Exam has been given; grading instructor has signed and submitted to dean				
Place of Exam		Date of Exam	Proctor	
Grading Instructor's Signature			Date	
Grading Basis: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory				
<b>Dean</b>				
<input type="checkbox"/> Dean has reviewed/processed/signed and returned form to Admissions and Records				
Dean's Approval Signature			Date	
<b>Admissions and Records - Final</b>				
<input type="checkbox"/> Added to student's transcript      Academic Year:		<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
<input type="checkbox"/> Unsatisfactory grade not posted to transcript				
Processed by			Date	