



**CREDIT BY EXAMINATION (CBE)
REQUEST FORM**

Credit by examination may be earned by any matriculated River Valley Community College student who, by study, training or experience has acquired skill or knowledge equivalent to that acquired by the student enrolled in a course at the College. A student may not CBE a course in which he/she is enrolled, has earned a grade within CCSNH, or has been administratively withdrawn, or dropped the course after the two-week drop/add period. (See RVCC Student Handbook for complete policy) **Credit will not be given for grades below "C"**. To request a credit by examination please follow the steps below.

Exam cannot be given until approved by the VPAA and payment has been made to the Business Office.

TO BE COMPLETED BY STUDENT

Student name: _____ ID: @ _____

Email Address: _____ Phone number: _____

Address _____ City/Town _____ State _____ Zip _____

Program name: _____ Semester/Year: _____

Course Number/Title _____ Credits: _____

TO BE COMPLETED BY FACULTY/ADVISOR OR PROGRAM DIRECTOR.

Evidence of previous student learning is through: Transcripts: _____ Experience: _____
Attach supporting documentation. Include any additional information on the back of this form.

Student has been referred to (faculty name) for the CBE (Please print): _____

Program Director/Advisor Signature: _____ **Date:** _____

Faculty Submitting Exam Signature: _____ **Date:** _____

TO BE COMPLETED BY THE VPAA **Approved** _____ **Not Approved** _____

Signature: _____ **Date:** _____

Student will be notified of decision by mail. Copies will be sent to Registrar and the Faculty.

TO BE COMPLETED BY THE BUSINESS OFFICE

Payment received of _____
Business Office Signature _____ Date _____

TO BE COMPLETED BY FACULTY ADMINISTERING EXAM

Grade: _____ **Date:** _____
Faculty Signature _____ Date _____

Submit completed form to the Registrar to award credit(s) to student record.

TO BE COMPLETED BY REGISTRAR: Confirmation of payment and completion of CBE.

Signature: _____ **Date:** _____