Windward Community College
Admissions and Records Office

CREDIT BY EXAMINATION REQUEST FORM

Windward Community College students who present evidence of having achieved course objectives through prior experience may apply for credit by exam. Credit by exam is not available for all courses. Students are advised to check with individual instructors and the Department Chairperson on a course-by-course basis. Students must be officially enrolled in at least one course at WinCC (other than the course the student is attempting to receive credit by exam) during the semester in which credit by exam is attempted. Credit by examination form must be filed with the Admissions and Records Office prior to the end of the late registration period. Students will be charged for credit by exam courses at the prevailing tuition and fees rate regardless of the outcome of the examination.

STUDENT NAME: ___________________________ UH ID: ___________________________

Print Last Name, First Name, Middle Initial(s)

STUDENT: I request permission to obtain credit by examination for the course listed below. I understand that whatever grade (CE or NCE) I receive in this examination will become part of my college record. I understand that I am responsible for the tuition and fees for this credit by exam course. My reason for requesting credit by examination is listed below:

SUBJECT/NUMBER (e.g. HAWN 101): ___________________________

Reason: __________________________________________________________

_________________________________________________________________

Student’s Signature: ___________________________________________ Date: __________________________

INSTRUCTOR: I have discussed the above request with the student and agree to examine the student for the course listed above. Upon completion of the examination, I will record the results (CE or NCE) of the examination via MyUH by the grade due date (per College catalog or Schedule of Classes).

CRN: __________ (as assigned by VCAA)

Instructor Name: __________________________________________________________

Print Last Name, First Name, Middle Initial(s)

Instructor’s Signature: ___________________________________________ Date: __________________________

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_____ Registered other than Credit by Exam course

_____ Registered for Credit by Exam course

_____ Date and Initials

WinCC A&R rev 08/22/11