Johnston Community College
Credit by Examination Application

**Completed by student:** *(Credit must be secured by 10%/Census date of the course)*

I, ____________________________________________, ____________ hereby request permission
to take a proficiency exam for credit in ____________________________________________

(Course Prefix & number) (Section) (Credit hours)

My current academic program of study is ____________________________________________.

I understand that credit by examination cannot be granted until I have been fully accepted for admission and placed in a
program of study, have registered for the course, and have successfully completed the prescribed proficiency
examination. **I hereby certify that I have not previously taken a proficiency examination for the above course and that I have not previously attempted this course for credit.**

__________________________________________
Signature of Student Date

**Completed by Instructor:**

1. Student is approved to take an examination for credit for the above course:

__________________________________________
Signature of Instructor Date

**REPORT OF EXAMINATION FOR CREDIT:**

**Note to Instructor:** This form is required to be returned as a matter of record to the Registrar’s Office.

2. Date examination was administered: ________________________ □ Credit earned (C or better) □ Credit not earned

__________________________________________
Signature of Instructor Date

3. Exam report reviewed and approved *(Instructor may be asked to submit graded exam)*

__________________________________________
Signature of Department Dean Date

4. Report received, CR grade recorded, if earned, and report filed in student’s folder

__________________________________________
Signature of Registrar Date

Revised 2012