

Credit by Examination Explanation

The deadline for requesting credit by examination is seven calendar days after the first class day of the semester.

1. A student cannot use credit by examination to earn credit for courses that were failed.
2. The student should read the paragraph on "Credit by Examination" in the MLC undergraduate catalog before signing this form.
3. Complete the information on the Application for Credit by Examination form.
4. Submit the application to the appropriate division chair. The division chair, in consultation with the course instructor and the academic dean of the student's program, shall have authority to grant or deny the student's request.
5. Submit the approved application form to the Records Office and pay the \$25 fee to the Records Office.
6. Make arrangements with the course instructor to take the test. Tests must be completed within one calendar week after the application is submitted to the Records Office.
7. A grade of C or higher must be earned to receive credit for the course.



Martin Luther College Records Office

Application for Credit by Examination

_____ Student Name Class Date

.....

Course Information

_____ Semester Course Number Course Name

.....

Required Signatures-A student's signature indicates compliance with policies listed in the catalog and on the reverse side of this form.

_____ Student's Signature Date

_____ Course Instructor's Signature Date

_____ Division Chair's Signature Date

_____ Academic Dean's Signature Date



Records Office Use Only

Required signatures

\$25 Fee Paid

Credit granted

_____ Date Grade