

previously audited, attempted, or earned transferable credit for the course (except in those situations where the course has become obsolete in that it is too old for the program requirements which include AHS 109, BUS

\_\_\_\_\_ Date: \_\_\_

Test Date:\_\_\_\_\_ Time: \_\_\_\_\_

1130, BUS 1140, and SCT 100).

Received by: \_\_\_\_

Campus:\_\_\_

## **Exemption Exam Request**

This form requires a Student Affairs Office signature and a Cashiers Office signature before taking the exam.

\_\_ Date: \_\_

Passed exam: \_\_\_\_ Did not Pass Exam: \_\_\_

Name:First	M.I.	Last	
Student ID# / Social Security #:			
Subject Prefix and Course Number:		Number of Credit Hours:	
Title of Course:			
<ul> <li>I understand that I must:</li> <li>Be a current, returning or new student at Chattahoochee Technical College at the time I take the exam (must possess a CTC student id #)</li> <li>Submit this application to the Student Affairs office for approval</li> <li>Pay the required non-refundable fee (25% of the course tuition); financial aid will not cover the cost of any exemption exam.</li> <li>Take this form with me to the exam.</li> <li>Earn the minimum required grade on the exemption exam as determined by the instructor</li> </ul> I further understand that I must not have audited, attempted and failed or withdrawn, or earned transferable credit in the course being challenged (except in the case where a course has become obsolete in that it is too old for the			
program requirements) and that I may not take the explease note: Credit by examination will be indicated in the calculation of the grade point average.	•		
Signature		Date	
Student Affairs Office Use Only	Cashiers (	Cashiers Office Use Only	
Verification has been made that the student has not	St	Student has paid the non-refundable examination fee.	

This form becomes a part of the student's permanent record. A copy of this form must be in possession of the test proctor before the student will be allowed to take the examination. After the exam, the test official will score the test and submit one copy to the record's office and maintain one copy for the exemption examination files.

Processed by: \_\_\_\_

Test results: