

Florida Keys Community College
Application for Credit by Institutional Examination

The following sections should be completed in sequence.

Section A

I, _____, _____, present the following specific reasons why I wish to
(Student Print Name) (Student I.D. Number)
take a challenge examination in _____
(Course Prefix & #) (Course Name) (Credit Hours)

Evidence of prior related experience is attached. By my signature I state I have read and understand the criteria and procedure for credit by institutional examination.

(Date) (Student's Signature)

Section B

I recommend this student for credit by institutional examination. I agree to administer a written examination.

(Date) (Instructor's Signature)

Section C

I verify that there are no approved alternative exams available for this course.

(Date) (Testing Coordinator's Signature)

Section D

I have reviewed the written exam and approve its use for credit by institutional examination.

(Date) (Program Director's Signature)

Section E

Receipt is acknowledged for payment of credit by institutional examination fee in the amount of \$_____. (TO BE VALIDATED BEFORE EXAMINATION DATE.)

(Date) (Cashier's Validation)

Section F

I examined the above student in the indicated course on (date)_____. According to the standards for the award of credit by institutional examination, I do/do not (strike one) recommend the credit be awarded based on the student's grade of _____. Documentation of the examination results is attached.

(Date) (Instructor's Signature)

Section G

I have reviewed and approved the attached documentation and recommend awarding credit.

(Date) (Appropriate Instructional Dean's signature)

Section H

I have reviewed and approved the attached documentation and recommend awarding credit.

(Date) (Provost's Signature)
