

Augusta Technical College

Application for Credit by Institutional Exemption Exam

STEP 1: Obtain approval from Student Records. Approval will not be granted for a course you have attempted.

Printed Name: _____ **Student ID/SSN:** _____
(Last First Middle)

Program of Study: _____ **Phone:** _____

Request Exemption for:

Course Number	Title	Credit Hours	Fee
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Note to Student: I understand that the credit hours and grade will not be computed in my grade point average and may not be transferable. A grade of "EXE" however, will be placed on my transcript for successfully exempting the course. I am also aware that exemption may affect my financial aid status, and the exemption exam fees are not refundable after completing the exam.

Student's Signature: _____ **Date:** _____

Approval: _____ **Date:** _____
(Registrar or Assistant Registrar)

STEP 2: Departmental Approval (Dean: _____, Building: _____)

Dean's Approval: _____ **Date:** _____

Designated Examiner: _____ **Date:** _____

(Note: The student must pay appropriate fees before the exam is administered.)

STEP 3: Payment Verification (Student Accounts Office, Building: 100)

Student Accounts: _____ **Date:** _____

(After Student Accounts designee signs, the student presents the form to the designated examiner.)

STEP 4: Present this form on your scheduled exam date. You will be taking the exam during the final exam period.

Examiner Name Printed: _____ **Location:** _____

Exam Results: The examiner is to record the results of the exam and submit form to the Dean. The Dean will forward the form to the PLA Coordinator. **DO NOT SEND FORM BY THE STUDENT.**

Passed with an "A" (90% - 100%) _____ Passed with a "C" (75% - 79%) _____

Passed with a "B" (80% - 89%) _____ Failed (below 75%) _____

Examiner's Signature: _____ **Date:** _____