

# 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:** \_\_\_\_\_