APPLICATION FOR ASSESSMENT: CREDIT BY EXAM
Reading Area Community College

Reading Area Community College will award credit toward its degree and certificate programs. The award of college credit through exam verifies that the student has acquired knowledge, skills, or competencies comparable to what would be acquired in a college course.

The student must file an application for assessment and pay for one credit (no fees) for administration of the test. Upon successful completion of the exam, students will be awarded credit for the course. If you are planning to transfer to a bachelor’s degree program, please check with the transfer school about how your credits will transfer.

Prior to taking exam, complete this form and check off the course for which you seek for credit by exam.

1.) Make arrangements with the faculty evaluator to take the exam. Note: The faculty evaluator will let you know if your exam will be administered online or if you will need to take the exam at the Yocum Library testing center. Secure faculty evaluator signature (line below).

2.) Take the Application for Assessment: Credit by Exam to Cashier’s Office to pay for exam (1 credit, no fees).

3.) The day of the exam, bring the Application for Assessment: Credit by Exam with the Cashier Office’s stamp and receipt and give it to the proctor as proof of payment. Note: The faculty evaluator will provide you with instructions for online exams.

4.) After completion of the exam, the faculty evaluator will email you and Records about the outcome of your exam.

5.) Allow about ten days for your credit to be credited to your transcript. Review your program evaluation in WebAdvisor.

6.) Keep the Application for Assessment: Credit by Exam, receipt, and any emails from your faculty evaluator with you throughout the process. If you do not see your credit on your WebAdvisor evaluation within 7 – 10 business days, take this form to Records to confirm credit was awarded.

FACULTY EVALUATOR APPROVAL FOR TAKING EXAM ______________________________ DATE __________________

PLEASE COMPLETE THE FOLLOWING INFORMATION

_________________________________________  ___________________________  ___________________________
First Name  Middle Initial  Last Name

_________________________________________  __________________________________
Student ID Number  Date

_________________________________________  __________________________________
Street Address  City  State  Zip code

Student phone number: ___________________________ Student email: ___________________________

PLEASE COMPLETE BOTH SIDES (turn over)
Please check one:

- ACC105 - Financial Accounting
- ACC110 - Managerial Accounting
- BUS100 - Introduction to Business
- BUS110 - Business Mathematics
- COM121 - English Composition I
- IFT100 - Introduction to Information Technology
- IFT110 - Microcomputer Applications
- MAT150 - Foundations of Math
- NET100 - Fundamentals of Networking
- NUR100 - Nursing I

- OFT100 - Personal Keyboarding
- OFT110 - Keyboarding I
- OFT111 - Keyboarding II
- PNP101 - Practical Nursing I
- PNP102 - Practical Nursing II
- PRG100 - Introduction to Computer Programming
- PRG120 - COBOL
- PRG130 - RPG III
- PRG140 - Visual Basic
- Other ________________________________

Cashier’s Office stamp (See Step 3):

- CASHIER’S OFFICE MAKES A COPY FOR INSTITUTIONAL RECORDS AND SCAN INTO DOCSTAR
- STUDENT KEEPS ORIGINAL AS PROOF OF PAYMENT (See Step 7)

A $10 processing fee will be retained if a request for a refund is not received in writing one week prior to the scheduled exam.