



Institutional Credit by Examination

Student Name: _____ Student ID: _____

Eligibility for any institutional credit-by-examination program is based on the following guidelines:

1. The student must be currently enrolled at South Georgia State College.
2. South Georgia State College awards institutional credit-by-examination only for courses offered by South Georgia State College.
3. South Georgia State College does not award institutional credit-by-examination if a student has been previously enrolled in the course.
4. No credit will be awarded for prerequisite courses after higher-level courses have been attempted.
5. No more than 20 semester hours of credit may be earned by examination.
6. When credit is awarded, a grade of "K" will be recorded on the student's permanent academic record.

Student has been given permission to earn institutional credit by examination for the following course:

Course Prefix/Number (e.g. ENGL 1101) _____ # of credit hours _____

Term/Year Sum 20_____ Fall 20_____ Spr 20_____

Instructor Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Examination fee: **\$10.00 per semester hour**

Fee has been paid Amount Paid _____

Cashier Signature: _____ Date: _____

Exam has been taken. Grade earned _____

Instructor Signature: _____ Date: _____

Course has been created in banner CRN _____

Academic Affairs Signature: _____ Date: _____

FOR OFFICE USE ONLY: Processed by: _____ Date: _____