



Institutional Credit by Examination

Student Name _____ Student ID Number _____

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____

First: Instructor Signature _____ Date _____

Second: Dean Signature _____ Date _____

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

Fee has been paid. Amount Paid _____

Third: Cashier Signature _____ Date _____

Exam has been taken. Grade earned _____

Fourth: Instructor Signature _____ Date _____

Course has been created in banner. CRN _____

Fifth: Academic Affairs Representative Signature _____ Date _____

FOR OFFICE USE ONLY: Processed by: _____ Date _____