NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

TEST OUT

Students who feel that they have gained knowledge and/or experience parallel to a particular course and are currently enrolled in a program leading to a diploma or degree are eligible to apply for Test Out. A student may not test out of a course which appears on the student's record.

If a student intends to challenge a course that they are registered for, the Test Out process must be completed and the form submitted to the registrar's office within the first five days of the semester. Credits earned through test out may not transfer to other institutions.

Last Name	First Name	MI	Star ID/Student ID
Date of Request	Program/Major/Degree		Telephone Number

Section I – Registrar's office verifies student is currently enrolled at NCTC and in good academic standing.

_____
Registrar's Office Signature Date

Section II – I, the instructor, agree to administer an examination for credit for the following course:

Course Number	Course Title	Credits LEC / LAB / OJT / /

_____
Instructor Signature Date

Section III – Student brings form to the bookstore or business office for payment. **TOTAL = $** _____

_____ _____
Student Signature Date Bookstore Signature Date

Section IV – Instructor completes and submits to the registrar's office.

_____ _____ _____
Instructor Signature Date Date of Examination Grade (Credit or No Credit)

Section V – Registrar's office records credit and routes to academic affairs.

Credit Recorded: _____Yes _____No

_____
Registrar's Office Signature Date

Section VI – Dean of academic affairs signs off and routes to HR for payment to instructor.

_____
Dean of Academic's Signature Date