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. Test out options may not be available for all courses.

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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Star ID/Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Request</td>
<td>Program/Major/Degree</td>
<td></td>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>LEC / LAB / OJT</td>
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</tbody>
</table>

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