

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/	Program/Major/Degree		Telephone Number	
Section I – Registrar's	office verifies student is of	currently enrolled a	t NCTC and in good ac	ademic standing.	
Registrar's Office Signa	ature Dat	<u>e</u>			
Section II – I, the instr	uctor, agree to administer	an examination for	r credit for the following	course:	
Course Number	Course Title		Credits LEC / L/	AB / OJT /	
Instructor Signature	Date				
Section III – Student b	rings form to the booksto	re or business offic	e for payment. TOTAL	= \$	
Student Signature	Date	Booksto	ore Signature D	Date	
Section IV – Instructor	completes and submits t	o the registrar's offi	ice.		
Instructor Signature	Date	Date of Examin	ation Grade (C	Credit or No Credit)	
Section V – Registrar's	s office records credit and	I routes to academi	c affairs.		
Credit Recorded:	_YesNo	Registra	Registrar's Office Signature		
Section VI – Supervisi	ng Dean signs off and rou	utes to Lori Johnsor	n for payment to instruc	tor.	
Supervising Dean's Sig	nature Dat	 e			

Northland Community and Technical College is an affirmative action, equal opportunity employer and educator.