



Credit by Examination (Challenge)

I have completed the Admission process at Bellingham Technical College.

Yes No

Today's Date _____

Summer Fall
 Winter Spring
20____ (year)

Student ID No. (SID) _____ Birth Date _____

Student Name _____

Mailing Address _____

Telephone _____ Email _____

COURSES FOR WHICH STUDENT IS SEEKING CREDIT BY EXAMINATION OR PRIOR EXPERENTIAL LEARNING - TO BE FILLED OUT BY THE INSTRUCTOR -

Course No.	Course Title	Credits	Grade

Based on the Credit by Examination documentation, this student has been approved for a total of _____ college credits for the course(s) listed above.

ACPL COORDINATOR and/or INSTRUCTOR NAME (PRINT) _____

ACPL COORDINATOR and/or INSTRUCTOR NAME (SIGNATURE) _____

DATE _____

CREDIT BY EXAMINATION PROCEDURE (steps to be taken prior to the exam):

1. Meet with the Academic Credit for Prior Learning (ACPL) Coordinator to learn about policies and procedures required for Credit by Examination. You will learn if you are eligible to challenge a specific course.
2. If eligible, the ACPL Coordinator and/or an appropriate instructor will sign and complete this form indicating approved course(s) and credits.
3. A special course section(s) will be created, and you will be notified when it is available.
4. Take the signed form to Registration, and register for the special course(s).
5. Pay the Cashier the \$75.00/credit fee. Keep your receipt.
6. Complete the examination.
7. If successful, your instructor will grade the course with a **CR grade** at the end of the quarter.
8. Forms submitted after the eighth week of the quarter will result in grades being posted the following quarter.

OFFICE USE ONLY:

Cashier's Initials: _____

Amount Paid: \$ _____

CREDIT FOR NON-TRADITIONAL LEARNING GENERAL INFORMATION:

- Credits awarded will be for courses taught at Bellingham Technical College.
- Only certain courses and programs are eligible. Math classes are **not** eligible for Credit by Examination.
- Placement test scores and transfer in credits are accepted.
- Credits may be applied to a maximum of 25% towards a degree or certificate.
- \$75.00/credit is charged for Credit by Examination.
- Successfully passing the examination will result in the course(s) graded with a CR grade.
- Credits are **not** eligible for residence requirements.
- Credits are **not** eligible for Financial Aid or count towards full or part-time enrollment.
- Credits are **not** eligible for payment through Running Start.
- Other institutions may not accept these credits for transfer from BTC. Check with your Advisor.
- Credit by Examination **cannot** be repeated.

Student Signature: _____

Date: _____

Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Associate Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call 360.752.8354.