



OFFICE OF REGISTRATION & RECORDS

College Drive • P.O. Box 2001
Toms River, NJ 08754-2001
PHONE 732-255-0304
TTY & VOICE RELAY 711

**APPLICATION FOR
CREDIT BY EXAMINATION**

Students who wish to receive credit for learning accomplished through non-accredited institutions and/or work experience may apply for credit by examination. Applicants must be enrolled in the college and be degree-seeking. Applicants must not have already received the maximum allowable transfer credits toward a degree. Note that not all courses will be approved for credit by examination, and not all students will qualify to take the exam. Using pre-established criteria, the Dean will discuss with the student their candidacy to take a particular examination. The exam fee is based on the number of credits the course is worth. A successful credit by examination will appear on the student's record with a grade of *P (passed).

INSTRUCTIONS: The student must fill out the first portion of this application. They will be contacted for further information as the application is being reviewed.

■ TO BE COMPLETED BY APPLICANT

Name _____ Student ID or SSN _____

Street Address _____ City _____ State _____ Zip _____

Preferred Phone _____ Email _____ Major _____

Examination requested for _____
Department Course Number Course Title Credits

Signature of Applicant _____

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Student is matriculated in the academic program of _____

Number of transfer credits on record is _____ and potential addition of this course will not exceed the maximum.

Signature of Registration and Records Professional _____

■ TO BE COMPLETED BY ACADEMIC SCHOOL DEAN FOR COURSE LISTED ABOVE

Applicant is qualified to take the exam, to be administered by _____
Name of Instructor to Administer Exam

Applicant is not qualified to take the exam.

Signature of School Dean _____

■ TO BE COMPLETED BY THE CASHIERS OFFICE.....

Examination Fee Received by Cashiers Office:

Signature of Cashier

■ TO BE COMPLETED BY INSTRUCTOR ADMINISTERING EXAMINATION*

Applicant PASSED the exam. Applicant DID NOT PASS the exam.

Signature of Instructor Administering Exam _____

*Note to Instructor: Send this form and the exam to the Office of the Vice President of Academic Affairs.

■ TO BE COMPLETED BY VICE PRESIDENT OF ACADEMIC AFFAIRS

Credit approved with grade of "Pass". Credit NOT approved. Do NOT enter on record.

Signature of Vice President of Academic Affairs _____

COMPLETED FORM WILL BE RETAINED BY REGISTRATION AND RECORDS

Credit and grade of pass is recorded on permanent record, per approval above. Not approved, no credit given.

Signature of Registrar _____