

ARIZONA WESTERN COLLEGE

APPLICATION FOR SPECIAL EXAMINATION FOR CREDIT

Special Examination for Credit may be granted if a student can successfully pass the proficiency test for a given course. **A student may only apply to challenge a course once.** A student may not apply to challenge a course in which he/she has previously received credit. In order to receive credit (CR), an equivalent grade of "C" or higher must be scored by the student.

Student's Name _____ AWC ID# _____

Current Address _____

Telephone _____ AWC Email _____

Semester/Year _____ Major _____

To complete the application for Special Examination for Credit the following steps must be completed in the order listed below:

1. Obtain permission of the Associate Dean/Dean of the division in which the course is offered.
2. Pay current credit hour fees to the Business Office. This fee is non-refundable.
3. Make an appointment to take the examination under the supervision of the instructor designated by the Associate Dean/Dean. The instructor will score the examination as per the course objectives.
4. The application for Special Examination is completed by the Administering Instructor and returned to Associate Dean/Dean for final approval.
5. The Associate Dean/Dean will submit the completed application for Special Examination to the Registrar.
6. The Admissions & Registration Office will record the credit (CR) for the course only if the student has received an equivalent grade of "C" or higher. A student may only apply to challenge a course once. The grade for a Special Examination for Credit is not calculated into the cumulative grade point average.

If you have any questions concerning how your grade was determined, please contact the Associate Dean/Dean of the division in which the course is offered or the Office of the Dean of Instruction.

The information below to be completed by AWC personnel only

Permission of Associate Dean/Dean _____	Date _____
Fees Paid _____	Received by _____ Date _____
Date of Exam _____	Score _____ Grade _____
Course No _____	Title _____ Credit Hrs _____
AUTHORIZATION	
Administering Instructor _____	Date _____
Associate Dean/Dean _____	Date _____
Registrar _____	Date _____

Posted by _____ Date _____