

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. Students cannot receive credit for a course that is equivalent to or lower than that in which they are currently enrolled or for which they have already received credit.

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. Student shares interest in PLA with advisor
2. Advisor refers student to appropriate academic division
3. Student contacts division
4. If approved, academic division agrees to provide/proctor challenge exam to student, fills out and signs appropriate form
5. Student submits necessary paperwork to the Business Office, pays the exam fee
6. Student coordinates exam schedule with academic division and completes the challenge exam. The credits awarded are granted toward an AWC degree. AWC does not guarantee the credits awarded through the PLA method will transfer to other institutions. All institutions reserve the right to review credits to determine how awarded credits apply at their own institution.
7. If the challenge exam is graded as a C or better the Academic division will record the exam score on the form and submit the document to the Transfer Services Office. The course grade will be denoted as a 'CR' on the student transcript.
8. The Transfer Services Office will notify the student when posting has been completed

The information below to be completed by AWC personnel only

If

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 _____