

Application for Credit by Examination
(Institutional Exemption Exam Request)

Student Name:

ID:

Program of Study:

Request to Exempt Course:

Students wishing to pursue credit by examination must

- Never have attempted the course at OTC;
- Never have made a D or F in an equivalent course at another postsecondary institution;
- Be admitted and enrolled in a program of study at Ogeechee Technical College;
- Be able to present evidence which would indicate that the student has the education, training, or work experience similar to that given in a course being challenged. Faculty members are not eligible to take OTC exemption exams;
- Complete the Application for Credit by Examination form, and obtain approval from the student's academic advisor, the Academic Dean, and the Executive Vice President for Academic Affairs;
- Take the application to the Business Office in Building 600 (JEK Annex) and pay the TCSG approved non-refundable fee for the examination;
- Present the application and a receipt of payment to the Academic Dean responsible for supervision of the area in which the exam is taken; and
- Earn a score of at least a "C".

NOTE: Exemption exams are normally given during the final week of a semester. Completed applications must be submitted at least fourteen calendar days before the beginning of the final week of a semester.

Student Request: I request to take the exemption exam for the course listed above. I have supplied my advisor with documentation indicating that I have the education, training, or work experience similar to the course for which I request to exempt.

Student (Signature)/Date

Academic Advisor Verification: I have verified that the above named student is eligible for credit by examination and that sufficient documentation of evidence of eligibility is attached to this document.

Academic Advisor Name (printed)

Signature/Date

Approvals:

Dean for Academic Affairs/Date

Executive Vice President for Academic Affairs/Date

Business Office Receipt # _____

Date Exam Taken:

Grade:

Passed

Failed

Administering Instructor Verification: I certify that the above named student took the approved institutional exemption exam and that the result is indicated above.

Instructor Name (printed)

Signature/Date

As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator, Office 193, Joseph E. Kennedy building, (912) 871-1885, titleix@ogeecheetech.edu; ADA/Section 504 Coordinator, Office 189, Joseph E. Kennedy building, (912) 486-7211, adacoordinator@ogeecheetech.edu; One Joseph E. Kennedy Boulevard, Statesboro, GA 30458. Ogeechee Technical College is a unit of the Technical College System of Georgia.