

ODESSA COLLEGE
APPLICATION FOR DEPARTMENTAL ADVANCED STANDING EXAMINATION

Student Name: _____
 Last **First** **Middle**

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Odessa College Student ID #: _____ **Phone:** _____

Please Complete the Following Steps in Order:

1. Secure Department Chair's signature: _____

Department	Course #	Title of Course	Credit Hours
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2. Meet with an official in the Record's Office to verify eligibility.

a. Registrar's Signature: _____

3. Take this application to your Student Success Coach in order to verify course alignment for degree plan.

a. Success Coach's Signature: _____

4. Go to the Business Office to pay the testing fee: \$20.00 per course.

a. Business Office Personnel Signature: _____

5. Return this completed form and receipt to the Department Chair and schedule your exam.

Date of Examination: _____ **PASSED FAILED** **Score:** _____ **Scored by:** _____

Please read and initial each statement:

_____ I understand that the maximum hours which will be accepted by Odessa College is thirty (30).

_____ I understand that I must have completed the number of resident credit hours equal to the number of credits received by examination before credit by examination is permitted.

_____ I understand a minimum acceptable score or grade for passing a departmental examination is determined by the department. A grade of "D" or lower is not considered passing.

_____ I understand that hours from credit by examination are not used in computing my GPA.

_____ I understand that department examinations taken but not passed cannot be repeated until six months after the first testing and only one retest will be allowed.

After the examination has been administered, program personnel will evaluate the exam. The results will be noted on the original copy of the application and forwarded to the Testing Center by the Instructor. RESULTS must be sent to the Testing Center via Campus Mail or Hand Carried by the Instructor. The Testing Center will notify both the student and the Record's Office of results.