



Test Out Subject Competency Petition

Student Name: _____ Date: _____

Student Signature: _____ Student ID#: _____

Test Out Course Number: BCIS 1305 Major: _____

Minimum Requirements Met: Yes No (Circle one, must provide evidence)

[No credit by examination is applicable until successfully completing 15 semester credit hours at CBC with a "C" or better]

Recommendations: (Circle Recommendation) (Two (2) signatures required)

Faculty: Approved Denied Signature: _____

Success Coach: Approved Denied Signature: _____

Coordinator: Approved Denied Signature: _____

Appropriate Dean: Approved Denied Signature: _____

Business Office: Test Out Fee Paid *: _____ Date: _____

(Receipt #(s) / Amount Paid)

Test Grade **: _____ Proctor's Signature: _____

Check one of the following:

Course Credit: _____
(Additional \$180.00 due see *** Credit by Exam)

OR

Course Competency: _____
(Computer Competency will be put on CBC transcript)

Business Office: Credit-by-Exam Course Fee Paid ***: _____ Date: _____
(Receipt #/Amount Paid)

Registrar: Course/Competency Transcribed: _____ Date: _____

*CBC subject competency exam fees start at \$25 and vary based on course requirements. Fee must be paid prior to taking exam.

**Satisfactory performance with a grade of "C" or better on the exam will earn credit or competency for the course. Faculty will enter the grade and route to Business Office.

***Credit-by-Exam Test fee for transcribing course is \$60 per semester credit hour. Total of \$180 for BCIS 1305 to be transcribed onto CBC transcript.

If you will be receiving your Associate in Arts or Science, you will need to pay the \$180.00 so that BCIS 1305 will show on your transcript and you can graduate.