



KELLOGG COMMUNITY COLLEGE

Office of the Registrar

450 North Avenue • Battle Creek, MI 49017-3397

(269) 965-4129 • www.kellogg.edu/registrar

REQUEST FOR CREDIT BY EXAMINATION

INSTRUCTIONS

1. Contact the Chairperson, Director, or Coordinator of the program offering the course.
2. Complete the Request for Credit by Examination form.
3. Pay a \$50 fee in the Customer Service Center, Eastern Academic, Grahl or Fehsenfeld Center office, or RMTC office.
4. Present the receipt and this form to the instructor administering the exam.
5. If a grade of "A," "B," or "C" is earned, course and grade will be added to your academic record. Grades of "D" and "F" are not satisfactory and will not be added to your academic record.

NAME and ADDRESS <hr/> First _____ Middle Initial _____ Last _____ <hr/> Street _____ <hr/> City _____ State _____ Zip Code _____	KCC ID or SOCIAL SECURITY NUMBER <hr/> PHONE NUMBER <hr/>
STUDENT ENDORSEMENT I understand that to have credit by examination credits recorded on my Kellogg Community College transcript, I must have completed coursework at KCC. Courses for which I receive a grade of "W," "I," "N," or Audit are not considered completed.	
<hr/> Signature _____	<hr/> Date _____

COURSE INFORMATION		
COURSE TITLE	COURSE NUMBER	CREDIT HOURS
_____	_____	_____

FEE AND PAYMENT INFORMATION	
Examination Fee \$50	
RECEIVED BY	
<hr/> Name _____	<hr/> Date _____

EXAMINATION INFORMATION	
EXAMINATION ADMINISTER BY	
<hr/> Signature _____	<hr/> Date _____
DESCRIPTION OF EXAMINATION	
<hr/> <div style="border: 1px solid black; width: fit-content; margin: 0 auto; padding: 5px;"> EXAMINATION RESULTS <hr/> Grade _____ </div>	
STAFF ENDORSEMENT	
<hr/> Instructor's Signature _____	<hr/> Date _____
<hr/> Department Chairperson, Director or Program Coordinator Signature _____	<hr/> Date _____
RECORDED ON THE STUDENTS ACADEMIC RECORD BY	
<hr/> Initials _____	<hr/> Date _____