

Ozarks Technical Community College

CREDIT BY EXAM APPLICATION  
CLEP Coordination Form

-The **Credit by Exam** (test out) procedure *should* be initiated and completed by the student prior to the start of classes each semester, but *must* be completed by the end of the third week of classes at the latest.  
-The grade recorded on the transcript will be "S" which will count as hours earned but will not count in cumulative grade points.  
-Test out classes are **not eligible for Federal Student Aid** (Pell Grant, Direct Loans, Federal SEOG). If a class has already been included in eligible hours of enrollment for Federal Student Aid, and the student tests out of the class, the Federal Student Aid which is relevant to enrollment for the class must be repaid. Otherwise, if Federal Student Aid has not paid, eligibility will be re-evaluated and paid according to eligible hours of enrollment.

**STUDENT INFORMATION** – To be completed by student (please print) and submitted to the Testing Center.

Student Name: \_\_\_\_\_ ID or SSN # \_\_\_\_\_

Course Requesting CLEP Exam for: \_\_\_\_\_

Describe work experience, course work, etc., which would indicate success in passing this exam: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Testing Services** – The student must present this form to the Testing Center the day of the test. Testing Services personnel will complete this form and return it to the student.

The above named student has successfully completed the following CLEP course: \_\_\_\_\_

Testing Date: \_\_\_\_\_

Testing Center Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Cashier's Office** – Check applicable charges or fees. Prior to the start of classes, the transcription fee will be charged. If classes have started, regular course charges will be applied. The Cashier will initial and date this form as proof of payment and forward to the Registrar's Office.

Course Payment Received: \_\_\_\_\_ \$40 Transcription Fee: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Registrar's Office** –

The applicable course has been posted into the student's transcripts. Stamp:

*Please place this form in the student's file.*