

and OFFICE OF ADMISSIONS  
CREDIT BY EXAM REQUEST FORM

LEARNING CENTER:

XID Number \_\_\_\_\_

Last Name, First , Middle \_\_\_\_\_(exactly as in LOIS)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Term \_\_\_\_\_ Course Number & Title \_\_\_\_\_ Credits \_\_\_\_\_

Exam Date/Time \_\_\_\_\_ Room \_\_\_\_\_ Building \_\_\_\_\_

BUSINESS OFFICE:

Fee to be Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_

INSTRUCTOR: *Complete below after student takes the credit by exam.*

Form, Photo ID and Receipt checked. (Circle one) Yes No

Exam administered on: Date \_\_\_\_\_

Exam Score: \_\_\_\_\_ (Circle one) Passed No Show/Failed

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

INSTRUCTIONS:

1. Print this form or go to the Learning Center for a copy.
2. Complete the form, bring it to the Learning Center to determine the appropriate fee.
3. Take the form to the Business Office, pay and get a receipt.
4. Return to the Learning Center to get a copy of this document. Mark the date, room and time of your exam on this sheet.
5. Bring this form and a PHOTO ID to the test session. You will not be able to take the test without proof of ID and the receipt for payment.

Students must have applied for admission to Lake-Sumter Community College.  
Students who pass the test will receive credit for the course with a grade of "P."  
Students who do not appear for the exam or who fail the exam will forfeit the test administration fee and receive **no** credit for the course. **No refunds will be given after the exam date.**