
Step 3 – Student pays for the assessment at the Bookstore. Bookstore adds the test out fee (\$75/cr) and applies the payment. Bookstore completes this section and returns to student.

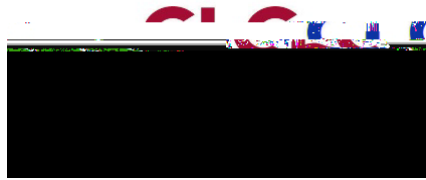
Credits: _____ Amount Charged: _____ Trans # _____ Initials: _____ Date: _____
Credits: _____ Amount Paid: _____ Trans # _____ Initials: _____ Date: _____

CLC is committed to legal affirmative action, equal opportunity, and access and diversity of its campus community. This document is available in alternative formats. Consumers may also contact us via their preferred Telecommunication Relay Service.

S:\Registration\Forms\Active Student Forms ADA Compliant\Word- Student Facing Records & Reg Website 3 pty ben4lnty beeva(n)-10uty belnstructor
completes this section prior to the evaluation and gives to student.

Course (ex. ENGL1105): _____ Course Title: _____

Number of Credits: _____



Step 4 – Student provides the form to instructor for evaluation. Instructor completes this section and provides to Academic Affairs.

Evaluation Date: _____ Assessment Results: Pass (credit earned) Fail (no credit earned)

Cost Center of course's Academic Dept: _____ Lecture Credits: _____ Lab Credits: _____

Assessment Type (circle one):

- IC30 - Portfolio review
- IC31 - Test out (Credit by Exam)
- IC32 - Skills demonstrations
- IC33 - Oral interview
- IC34 - Written research papers
- IC35 - Project evaluation
- IC36 - Multiple assessment types used
- IC37 - Creative process demonstration

Step 5 – Academic Affairs completes this section for scheduling/instructor payment and provides to Records Office (registration@clcmn.edu).

Academic Dean's Signature: _____ Date: _____

Date entered into FWM: _____ By: _____ Assignment type 2217, Additional

Step 6 – Records Office completes this section for course creation, registration, grade entry and saving to student's electronic file (save as type CLC RG Test Out).

Create course with Session Type 10, Section 99, Special Credit Type circled above, Instructional Unit Type Q, Grade Method 05 – Test Out (blocks financial aid; remove all other Grade Methods), Schedule "Arranged," Instructor Credits = 0, and Max Seats = 1.

Created Course ID #: _____ Semester: _____

Registered Student: _____ Entered Grade: _____

By: _____ Date: _____

CLC Contact Information:

501 West College Drive
Brainerd, MN 56401-3900
1-800-933-0346 or 218-855-8000
Fax: 218-855-8269
askclc@clcmn.edu

1830 Airport Road
Staples, MN 56479-3252
1-800-247-6836 or 218-894-5100
Fax: 218-855-8252
askclc@clcmn.edu

CLC is committed to legal affirmative action, equal opportunity, and access and diversity of its campus community. This document is available in alternative formats. Consumers may also contact us via their preferred Telecommunication Relay Service.