FRONT RANGE COMMUNITY COLLEGE

Credit by Examination

Boulder County Campus
2190 Miller Drive
Longmont, CO 80501
303-678-3722
Fax: 303-678-3637
BCCAdmissions@frontrange.edu

Larimer Campus
4616 South Shields
Fort Collins, CO 80526
970-204-8107
Fax: 970-204-8365
LCAdmissions@frontrange.edu

Westminster Campus/Brighton Center
3645 West 112th Avenue
Westminster, CO 80031
303-404-5414
Fax: 303-404-5150
WCAdmissions@frontrange.edu

Term (check one): ☐ Summer ☐ Fall ☐ Spring Year: _____

Credit by examination allows a student to demonstrate competence equivalent to learning achieved in a course offered by the college.
NOTE: If transferring this course, contact your college/university to determine acceptance of credit awarded by this method.

The student must be enrolled in the college, but not registered for the course for which this is intended.
A student may submit one petition per course, per semester.

1. Name of Student: _____ Student ID: _____

   Address: _____
   Street City State Zip Code

   Email Address: _____ Phone Number: _____

   Course #: _____ Course Title: _____

   Student Signature: _____ Date: _____

2. Current enrollment Verified by Admissions & Records (signature): _____ Date: _____

3. Payment must be made to Cashier's Office in the amount of $130.

   Payment Received (Cashier's Signature): _____ Date: _____

4. Student shall meet with the chairperson of the instructional department where credit is requested to identify the instructor for evaluation. Assigned Instructor (print): _____

   Chairperson's Signature: _____ Date: _____

5. Once steps 1 through 4 are complete, with valid signatures, the student gives this form to the assigned instructor. Following the examination, a grade of CPL (Credit for Prior Learning) will be assigned. A passing grade is equivalent to a minimum grade level of "C' or better.

   Date of Evaluation: _____

   Evaluation Results (Check One): _____ Pass _____ Fail

   Instructor's Signature: _____ Date: _____

6. The instructor shall forward the completed form to the Admissions & Records Office. This form will not be accepted from the student.

7. Admissions & Records shall notify the student, in writing, of the evaluation results and shall record any credit on the student's transcript at the end of the academic term. A letter grade is not recorded or calculated in the student's grade point average.

   Posted by Admissions & Records (Signature): _____ Date: _____

   Student Notification Mailed (Date): _____

Exam must be completed 4 weeks prior to the end of the semester.
No refunds on evaluation fees.

Update by the Office of the Registrar 02-04-2010