Exemption Exam Request

This form requires a Student Affairs Office signature and a Cashiers Office signature before taking the exam.

Name: _____
First M.I. Last

Student ID# / Social Security #: _____

Subject Prefix and Course Number:_____ Number of Credit Hours: _____

Title of Course: _____

I understand that I must:

- Be a current, returning or new student at Chattahoochee Technical College at the time I take the exam (must possess a CTC student id #)
- Submit this application to the Student Affairs office for approval
- Pay the required non-refundable fee (25% of the course tuition); ***financial aid <u>will not</u> cover the cost of any exemption exam.***
- Take this form with me to the exam.
- Earn the minimum required grade on the exemption exam as determined by the instructor

I further understand that I must not have audited, attempted and failed or withdrawn, or earned transferable credit in the course being challenged (except in the case where a course has become obsolete in that it is too old for the program requirements) and that I may not take the exemption examination for the same course more than once.

<u>Please note</u>: Credit by examination will be indicated on a student's transcript with an "EX" and will not be included in the calculation of the grade point average.

_____ _____
Signature Date

Student Affairs Office Use Only	**Cashiers Office Use Only**
_____ Verification has been made that the student has not previously audited, attempted, or earned transferable credit for the course (except in those situations where the course has become obsolete in that it is too old for the program requirements which include AHS 109, BUS 1130, BUS 1140, and SCT 100). Received by: _____ Date: _____	_____ Student has paid the non-refundable examination fee. Processed by: _____ Date: _____
Test Date:_____ Time: _____ **Campus:_____** **Proctor :_____**	**Test results:** Passed exam: _____ Did not Pass Exam: _____ **Director, Academic Success**: _____
This form becomes a part of the student's permanent record. A copy of this form must be in possession of the test proctor before the student will be allowed to take the examination. After the exam, the test official will score the test and submit one copy to the record's office and maintain one copy for the exemption examination files.	

As set forth in the student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Inquiries must be directed to the Title IX and 504 Coordinator, Chattahoochee Technical College, 980 S. Cobb Drive, Marietta, Georgia, 30060, Bldg C, Office # 1102 (770) 528-4484.
Chattahoochee Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Chattahoochee Technical College. A Unit of the Technical College System of Georgia.