

PRINCE WILLIAM SOUND COMMUNITY COLLEGE

Office of the Registrar • PO Box 97 • Valdez, AK 99686
• Phone (907) 834-1632

Credit by Certification Application

Only accepted, degree-seeking students may be awarded credit through certification on specific subjects. However, credit by certification is not available for all courses. Information on specific courses available through credit by certification may be obtained from departments.

Form Submission:

1. Student obtains a certificate.
2. Student pays credit-by-certification fee.
3. Student returns the completed application and certificate to the registration office.
5. Registrar's office submits the completed application along with the *certification* for transcript evaluation.

Name: _____ (_____)
Last First MI Previous / Maiden

UA Student ID#: _____ Birth Date: _____

Mailing Address: _____ Day Phone: _____

City: _____ State: _____ ZIP: _____

Credit by Certification

Department	Number	Course Title	Credits

Department Name: _____ Semester/Term: _____
Please print legibly

Advisor Signature: _____ Date: _____

Credit by Certification Fee: A non-refundable \$25 fee is charged for each credit.
Business Office

Amount paid: _____ Received by: _____

Cash receipt #: _____ Date: _____

1. Only certificate based catalog courses may be challenged. General Education Requirements, trial courses, independent study courses, and practicum courses may not be taken through credit by examination.
2. When an appropriate examination exists, i.e.: CLEP, Dantes, or other national examinations, it may be administered instead of a local examination.
3. Determination of which courses may be taken through credit by certification is at the discretion of the appropriate department.
4. Credit by certification will not be awarded for a course that duplicates one for which credit has already been granted. Nor may student request CEC for an audited course until the following calendar (academic?) year.
5. Students will be awarded credit and a grade of P (pass). Grades for credit by certification do not carry grade points used in calculating student GPAs.
6. Credit awarded through credit by certification is considered non-resident credit.