

MEXICAN AMERICAN CATHOLIC COLLEGE

Registrar's Office | 3115 W Ashby Place | PO Box 28185 | San Antonio TX 78228
210-736-2963 (fax) | 210-732-2156 (phone) | registrar@maccsa.org

Request for Placement Testing and/or Credit by Exam

A fee is associated with this request.

Students submitting this form should view the fee schedule before submitting this form.

Instructions: Students seeking academic placement and/or credit by exam should follow the directions as noted within each section below and complete the form in neat, legible handwriting.

A. STUDENT

This document is to be included in Student's record to verify that appropriate placement and/or credit is granted and recorded. Student seeking placement or credit should complete the following information. No portion of this form may be left blank unless otherwise indicated.

Student _____ ID Number _____

B. PLACEMENT

Placement Testing is conducted to ensure that Student is placed in a course that will allow him/her academic success and/or advancement. Student should check one of the appropriate boxes below and follow directions accordingly.

- I am not seeking Placement Testing. Student should proceed to Section C. Course Credit.
- I am seeking Placement Testing. Student should complete the remaining portion of this section.

Subject Area/Course Number & Title/Professor _____

Reason for seeking placement/credit _____

For Office Use Only	Testing	Test date:	<input type="checkbox"/> Approved	By: _____
	<input type="checkbox"/> Faculty		<input type="checkbox"/> Denied	

C. CREDIT BY EXAM

Course credit is awarded to Student who submits the appropriate documentation or who follows the proper procedures. The process varies according to type of credit. Student should check one of the appropriate boxes below and follow directions accordingly.

- I am not seeking Course Credit. Go to Section D. Validation.
- I am seeking Course Credit because I audited a course. Student should complete the remaining portion of this section.
Credit for an audited course is limited to 12 hours, which must not exceed 6 hours within the major program requirements.
- I am seeking Course Credit because I have/will satisfactorily complete/d B. Placement Testing, which is filled out. Go to Section D.

Subject Area/Course Number & Title _____

Test Type / Justification: _____

For Office Use Only	Credit	Score/Grade:	<input type="checkbox"/> Approved	By: _____
	<input type="checkbox"/> Faculty		<input type="checkbox"/> Denied	

D. VALIDATION

This document is valid when it includes all of the required signatures.

Student Signature & Date _____

Professor/Authorization & Date _____

Record Validation & Date _____

For Office Use Only	<input type="checkbox"/> Finance	_____	Fee	By: _____
	<input type="checkbox"/> Student Record		Course	
			<input type="checkbox"/> Credit	