CREDIT BY EXAMINATION AND PLACEMENT FORM

PART A A fee is associated with the placement process. Fees are published at www.maccsa.org. For help and information, communicate with the Office of Student Affairs (OSA) to complete this portion of the form, and give it to the instructor.

Note: One form per CBE/Course Placement request

First (given) name | Middle name | Last (family) name | Student ID#

1) I am a **[A]** new student **[B]** current student

3) Fee amount_____

2) I request **[A]** placement in _____
(language)

[B]credit by examination for _____ course challenge
(Course title or number)

Student's signature | Date | Phone number | Email address

FOR MACC OFFICE USE ONLY

PART B The instructor is responsible for reporting the **Pre-placement data** to the student, Finance Department, and OSA.

Date | Instrument /Assessment Type | Administered by | Assessment Summary

Summary of placement/action

Instructor's signature & date reported

PART C The instructor is responsible for reporting the **Post-completion data** or **CBE** to the student and OSA.

Date | Instrument / Assessment Type | Administered by | Assessment Summary

Summary of placement or CBE action

Instructor's signature & date reported

PART D OSA records any applicable credit to the student's education record in Populi and is available for student viewing.

Record date	Course	Credit	Additional notes

Office of Student Affairs Director signature & posted date