MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
TEST OUT CREDIT AWARD RECOMMENDATION
Testing out is not an option for all courses

Student: _____ ID Number: _____ Date: _____

Program and Campus: _____

Please note: Testing out is not an option for a student who has previously failed or received a no credit grade. Test Outs will not be transcripted until the student has completed 15 credit hours in residence.
Credits earned by test-out may or may not be accepted by other institutions.

STEP 1

Student: Request the course for test-out.

COURSE NUMBER	COURSE TITLE	CREDITS

_____   _____
Faculty Member signature   *Appropriate Dean signature*

STEP 2

Student: Submit the non-refundable test-out fee to the Business Office.

$40 per lecture credit X _____ credits = _____

$65 per lab credit X _____ credits = _____

Payment Verification:
Amt. Fee Recv'd: _____
Recv'd By: _____
Date Recv'd:_____

STEP 3

Student: Take the examination.
The student has completed the test out exam at least 10 days prior to the start of the semester or after the 5th day of the semester.
Leave this form with the instructor.

STEP 4

Instructor: Grade: Pass   Fail (circle one)

I hereby request the payment of $_____ for administering the test-out.
($25/lecture credit and $50/lab credit)

_____ *Faculty Member signature*

Instructor: Return this form to the Registrar.

_____ *Registrar signature*   _____ *Date Posted*

Approved for payment _____ Vice President of Instruction

updated 5/6/14