



Application for Exemption Credit

Print clearly or type.

NOTE: If credit is granted, it will appear on your Academic History as Transfer Credit with a grade of "EX." Exemption credit is not used to calculate GPA but does satisfy graduation requirements. Exemption credit is **not** typically transferrable to other institutions. You may **not** take an exemption test if you are enrolled in the course, if you have previously been enrolled in the course, or if you have previously attempted the exemption test.

APPLICATION PROCEDURE: (A separate application is required for each exemption test)

1. Complete the top section of this application before registering for any course you plan to exempt (No later than the last day of drop/add).
2. Contact an instructor within the appropriate department to schedule the exemption test (Instructor will insert date, time, and location).
3. Take this application to the cashier's office and pay non-refundable exemption test fee (Cashier will attach payment confirmation).
4. Submit this application (With top three sections completed) to instructor on the date of the exemption test.

1. Student Completes this Section: Submit to Instructor designated to administer the exemption test.

Date: _____		NGTC Student ID #: _____	
Name: _____		_____	
Last	First	Middle or Maiden	
Mailing Address: _____			
City: _____		State: _____	Zip: _____
Phone: (____) _____		Email: _____	
Course # and Title: _____			Credit Hours: _____
For Example: COMP 1000, Introduction to Computers			Credit Hours: 3

2. Instructor Completes this Section (Before Test): Enter exemption test schedule and return form to the STUDENT.

Exemption Test Schedule:	Date: _____	Time: _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Exemption Test Location:	Building: _____	Room: _____		

3. Cashier Completes this Section: Staple payment receipt to this form and present to instructor at the time of the exemption test.
The non-refundable fee for an exemption test is 25% of the course tuition.

Total Credit Hours for Course _____	X \$100.00 = _____	Course Tuition _____	X 25% = _____	Exemption Test Fee
Date Paid: _____	Business Office Staff Member Receiving Payment: _____			

4. Instructor Completes this Section (After Test): Submit signed, completed form to the Registrar's office.

<input type="checkbox"/> has <input type="checkbox"/> has not		met the criteria for exemption of the listed course.	Test Score: _____
Instructor's Signature: _____		Date _____	

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