

PENNSYLVANIA COLLEGE OF TECHNOLOGY

SCHOOL OF BUSINESS & COMPUTER TECHNOLOGIES

DIF #23

One College Avenue
Williamsport, PA 17701
(570) 327-4517

CREDIT-BY-EXAM APPLICATION

Students may apply to take any 100-or 200-level course by examination for a fee, provided all prerequisites for the courses are met. See the Alternative Credit Options page (www.pct.edu/catalog/AlternativeCreditOptions.htm) of the online Catalog for more information and restrictions related to this opportunity for students. A **\$50** nonrefundable fee per exam must be paid prior to taking an exam.

The credit-by-exam option may NOT be used to remove a D, F, W or I grade, and may be taken only once for any given course. We caution you against pursuing credit-by-exam options without prior experience consistent with the course objectives listed on each course's abstract. You may request a copy of a course abstract from our school office. Carefully **read** and **follow** our school's procedure described below.

Deadline for Fall 2010 credit-by-exam applications is **Monday, July 26, 2010**.
Sorry, no exceptions. Fall exam date is Thursday, August 5, 2010.

PROCEDURE

1. Complete the Credit-By-Exam Application form.
2. Pay a \$50 non-refundable fee per exam (check can be made payable to Penn College) and submit the completed application:
 - **On campus**, take your payment to the Bursar's Office (SASC, Room 2098) prior to submitting the application. Please attach the receipt to the application form and submit it to the School of Business and Computer Technologies Office located in the ATHS, Room E257, by the deadline.
 - **Off campus**, mail your check and application to: Bursar's Office – DIF 120, Pennsylvania College of Technology, One College Avenue, Williamsport PA 17701. The Bursar's Office will forward your receipt and application to the School of Business and Computer Technologies.
3. Following the deadline, we will send you an e-mail (to your Penn College e-mail account) indicating approval/denial of your exam request. If approval is granted, your e-mail will include a confirmation that indicates the date, time, and location of the exam(s).
4. Keep copies of all forms and e-mail for your records.

IMPORTANT INFORMATION

Credit-By-Exam Thursday, August 5, 2010 Tentative Schedule

Course	Course Name	Time	Location
ACC 113	Introduction to Financial Accounting	To Be Determined	
CSC 124	Information, Technology, and Society	noon	ATHS E208
CIT 150	Introduction to Web Page Development	To Be Determined	
CIT 160	Introduction to Programming	To Be Determined	
CIT 171	Introduction to Networking and Technical Support	To Be Determined	
CIT 180	Introduction to Database	To Be Determined	
MGT 115	Principles of Management	To Be Determined	
OIT 101	Keyboarding and Its Applications	9:00 a.m.	ATHS E228
OIT 111	Keyboarding and Formatting	10:30 a.m.	ATHS E228

The exam for *MTH 113 - Business Mathematics* is scheduled by contacting the *School of Integrated Studies, ACC 102, (570) 327-4521*.

The exam for *EET105 – Microcomputer Maintenance* is scheduled by contacting the *School of Industrial & Engineering Technologies, ATHS E134, (570) 327-4520*.

Length of exams varies; to ensure enough time for completion, plan on two to three hours for each exam. Some exams, such as those for hands-on demonstration courses CSC124 and OIT 101, are administered on a computer. If time conflicts exist between multiple exams, the school office will make other arrangements.

Fall application deadline is **Monday, July 26, 2010**. Applications received after that date will be processed for the Spring 2011 test date.

Students are advised against scheduling more than two exams per semester.

NOTE: All prerequisite requirements must be met to be eligible to sit for the exam. Also, students may only test out of 100- and 200-level courses.

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CREDIT-BY-EXAM APPLICATION

Name _____ Student ID No. 777 _____

E-mail address: _____
(Print clearly)

Telephone _____ Major _____

Status (circle one): New student Returning student

Place a check mark in the space before the courses you wish to challenge:

- ACC 113 Introduction to Financial Accounting
- CSC 124 Information, Technology, and Society
- CIT 150 Introduction to Web Page Development
- CIT 160 Introduction to Programming
- CIT 171 Introduction to Networking and Technical Support
- CIT 180 Introduction to Database

- MGT 115 Principles of Management

- OIT 101 Keyboarding and Its Applications
- OIT 111 Keyboarding and Formatting

** All prerequisite requirements must be met in order to test out of a course.

Each exam could take up to 3 hours to complete. Students are advised against scheduling more than two exams per semester.

APPLICATION DEADLINE IS Monday, JULY 26, 2010

(CONTINUED ON BACK)

In the spaces below, list the **COURSE CODE** and **COURSE NAME** of any other **100- and 200-level courses** offered by the School of Business & Computer Technologies not already listed on the previous page.

Course Code	Course Name

The application along with the receipt must be to the School of Business and Computer Technologies, ATHS E257, on or before **Monday, July 26, 2010**.

Signature _____ Date _____

FOR OFFICE USE ONLY:

New Student Approved Denied
 Returning Student Receipt Attached

Processed By: _____ Date: _____

Confirmation of exam(s) scheduled for **Thursday, August 5, 2010:**

Exam _____ Time _____ Location _____

Exam _____ Time _____ Location _____

Comments: