

PENNSYLVANIA COLLEGE OF TECHNOLOGY
SCHOOL OF INDUSTRIAL, COMPUTING & ENGINEERING TECHNOLOGIES

DIF 83
One College Avenue
Williamsport, PA 17701
570-327-4520

CSC124 CREDIT-BY-EXAM APPLICATION

Students may apply to take CSC124 by examination for a fee provided prerequisites for the course are met. See the Alternative Credit Options page (www.pct.edu/catalog/AlternativeCreditOptions.htm) in the College Catalog for more information and restrictions related to this opportunity. A \$50 nonrefundable fee must be paid prior to taking the exam.

The credit-by-exam option may NOT be used to remove a D, F, W or I grade, nor can it be attempted more than once. Assuming the student passes the exam, a letter grade will not be listed on the transcript.

We caution you against pursuing credit-by-exam without prior experience consistent with the course objectives listed on the abstract. You may request a copy of the course abstract from our school office icet@pct.edu. Carefully read and follow our school's procedure described below.

There will be several exam opportunities: **Tuesday, August 20, Friday, August 23, and Thursday, August 29**. You will have 3 hours to complete the exam (administered on a computer using (*Microsoft Office 2019 / O365***), but should plan to spend at least 3.5 hours at the exam site for set-up. Applications for the credit-by-exam must be submitted to the school office by the date specified on the application (see reverse side).

PROCEDURE

1. Complete the Credit-By-Exam Application form (see reverse side).
2. Pay a \$50 non-refundable exam fee (check can be made payable to Penn College):
 - **On campus:** take your completed application and payment to the Bursar's Office (SASC, Room 2098). Please attach the payment receipt to the application form and submit it to the School of Industrial, Computing & Engineering Technologies Office located in the LEC, Room B1134, by the deadline.
 - **Off campus,** mail your check and completed application to: Bursar's Office – DIF 120, Pennsylvania College of Technology, One College Avenue, Williamsport PA 17701. The Bursar's Office will forward your payment receipt and application to the School of Industrial, Computing & Engineering Technologies.
3. Upon receipt of the application and proof of payment, 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.
4. Keep copies of all forms and e-mail for your records.

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CSC124 CREDIT-BY-EXAM APPLICATION

Name _____ Student ID No. _____

E-mail address: _____
(Print clearly)

Telephone _____ Major _____

Status (circle one): New student Returning student

CSC124 Test Dates ** Microsoft Office 2019 / O365**	Enter an "X" next to preferred date	Application Due Date
Tuesday, August 20, 2019, 3:30 p.m.	()	Monday, August 19, 2019
Friday, August 23, 2019, 1:30 p.m.	()	Thursday, August 22, 2019
Thursday, August 29, 2019, 3:30 pm.	()	Tuesday, August 27, 2019

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY:

_____ New Student _____ Approved _____ Denied
_____ Returning Student _____ Receipt Attached

Processed by: _____ Date: _____

Confirmation of exam scheduled for August 20, August 23, or August 29, 2019:

Exam Date _____ Time _____ Location _____

Comments: