

**Somerset Community College  
REQUEST FOR SPECIAL EXAM**

I request the opportunity to take a challenge examination in:  
Course Title: \_\_\_\_\_ **Fee: Lab \$40.00 Lecture \$20.00**  
Course Number: \_\_\_\_\_ **Receipt NO.** \_\_\_\_\_

My request is based on the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Request granted: \_\_\_\_\_ Request denied: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Student Affairs Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructors Report for Exam**

The grade in this class to be recorded as Credit by Examination is:  
Circle the appropriate grade: **P F**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Chief Student Affairs Officer Validation**

Approved Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Registrar's Notes**

Subject \_\_\_\_\_ Academic Plan: \_\_\_\_\_  
Program Plan \_\_\_\_\_ Term \_\_\_\_\_

Recorded on student's record (date) \_\_\_\_\_ by \_\_\_\_\_