

**St. Cloud Technical College
TEST OUT FORM**

TEST OUT PROCESS:

You may not test out of a class that you have previously taken for credit or are currently enrolled in. Students must be enrolled at St. Cloud Technical College to be eligible for the Test Out process. The Test Out fee is non-refundable. **The evaluation fee is \$30.00 for each lecture credit and \$60.00 for each lab credit.** (Please attach the receipt to this form). You are responsible to locate an instructor who will administer the Test Out. The instructor will grade your Test Out and return this form to the appropriate Dean. You will need to score an equivalent of a "C" or as stated in course syllabus, in order to pass. A grade of CR will be given for successful Test Outs. Test Out is available to the student prior to or within the first five days of the term in which the student needs to receive the credit. You will be notified in writing as to whether you have passed or failed.

STEP 1 ARRANGE WITH AN INSTRUCTOR TO ADMINISTER THE TEST OUT:

The instructor must verify and fill out the following information prior to payment in the business office.

Course Subject & Number: _____ (i.e. BUSM 1200)

Course Name: _____

Lecture Credits: _____ Lab Credits: _____

Instructor Responsible for Test Out: _____

Instructor Signature: _____

Is the student currently registered for this course? _____ No _____ Yes (if Yes, ineligible to test out)

STEP 2 STUDENT INFORMATION:

Last Name: _____ First Name: _____

Tech ID #: _____ Today's Date: _____

Have you previously enrolled in this course? _____ No _____ Yes (If Yes, ineligible to test out)

Are you currently enrolled in this course? _____ No _____ Yes (If Yes, ineligible to test out)

STEP 3 BUSINESS OFFICE: (Receipt must be attached to form once payment is made)

Lecture Credits _____ Lab Credits _____ Amount Paid _____ Initials _____

STEP 4 EVALUATOR:

Evaluation Date: _____ Evaluators Name: _____

Course #	Course Name	(Pass/NoPass)	Evaluators Initials
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Cost Center _____

Dean's Signature (signature approves payment to instructor)