

Blue Ridge Community and Technical College  
**Special Examination for Course Credit**

**Students:** Please read carefully through the conditions listed below.

- Course credit may not be granted through Special Examination for courses previously attempted that resulted in a failing grade or withdraw.
- Special Examinations are only available to currently enrolled, degree-seeking students in good academic standing (2.0 minimum GPA). If you are PLACING OUT of CAS 100, there is no GPA requirement.
- Course credit through Special Examination may be attempted only once per course.
- The Division of Business and Technology assesses a fee of \$25 per credit hour for Special Examinations. Payment must be made before the exam is attempted, and no money will be refunded if any exam is failed. Financial Aid cannot be applied to cover the cost of Special Examinations.

**Section 1 - To be completed by the student**

Name	Student ID (C#)	GPA
Email Address	Program of Study	
Phone	Advisor's Signature	

Please indicate which Special Examination you are attempting:

- CAS 100 Keyboarding I .....\$50.00
- CAS 101 Keyboarding II Documents Processing .....\$75.00

**Section 2 - To be completed by the Special Examination proctor**

This is to certify that \_\_\_\_\_ has completed a Special Examination  
Name of Student

for course credit in \_\_\_\_\_ . \$ \_\_\_\_\_ was received on  
SUBJ/No. Course Title Amount

\_\_\_\_\_ by \_\_\_\_\_. A total of \_\_\_\_\_ credits will be posted  
Date Fee Collector Credits

to his/her transcript as "CR". This credit will not affect his/her grade point average.

Special Examination Proctor	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved

**Section 3 - Credit/Debit payment information**

Card Holder's Name	Card Type	Card Number	Expiration Date
Card Holder's Signature			