



Credit by Assessment (P/F) Request

Courses taken through credit by assessment/exam are Pass/Fail and students will earn a “P” or “F” for the course. Students who have failed a course and wish to receive credit by examination must wait 90 days to submit their request. The fee for credit by examination is \$75.00 payable to Student Business Services. Please note that credits earned through credit by exam do not count as credits for financial aid or toward full-time status. Students receiving financial aid should check with the Financial Aid Office prior to deciding to take a course as credit by assessment to ensure their financial aid will not be affected. Also, credits earned by assessment may be more difficult to transfer after leaving Keystone College.

Completed forms should be submitted to the Registrar’s Office for processing prior to beginning the assessment.

Student Name: _____ ID: _____

Semester taking Assessment: _____ Year: _____

Course: _____
Course Number and Title

Student’s Signature: _____ Date: _____

Instructor’s Name: _____
Please Print

Instructor’s Signature: _____ Date: _____

Dean’s Signature: _____ Date: _____

Once the assessment is completed, the instructor will submit the grade on MyKC.

FOR OFFICE USE ONLY

Registrar’s Office ■ One College Green ■ P.O. Box 50 ■ La Plume, PA 18440-0200 ■ (570) 945-8224 ■ registrar@keystone.edu

Keystone College is committed to providing equal educational and employment opportunities without regard to an individual’s sex, race, religion, national or ethnic origin, pregnancy, age, marital status, sexual orientation, disability, or status as a veteran. Keystone College’s commitment is to provide an environment where all students and employees can work and study free from discrimination including sexual harassment, sexual violence and sexual assault. The College policy is in accordance with state and federal laws and executive orders including but not limited to: Title VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. Visit www.keystone.edu/title-ix for additional information.

Date Received

Date Processed

Initials

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