

Pine Technical College
900 Fourth Street SE
Pine City MN 55063

ADVANCED STANDING APPLICATION

- Credit for Examination (Test Out)
 Experiential Credit or non-academic learning



Name _____		
Address _____		
City _____	State _____	Zip _____

Student ID #: _____

Phone: _____

Date: _____

Please print clearly, this will be your return address.

Check one of the following:

- Credit by examination Experiential or non-academic learning Credit by certification
Nursing program only

Course Number	Course Title	Credits
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◇ Business Office: Fee _____ Date _____ Initials _____

- I recommend the course and credit(s) listed above be awarded based on a demonstration and validation of the required competencies as defined in PTC Academic Policy 217R and 228.
 I do not recommend credit for the course listed above. Comments: _____

◇ Review conducted by: _____
Course Instructor _____ Date _____

◇ For appeals only: I concur with the above recommendation. _____
Chief Academic Officer _____ Date _____

◇ Registrar: Recorded on: _____ Notification sent to student on: _____
Date _____ Date _____

For complete details, please refer to PTC Policies 217R & 228.

Procedure:

1. Student and Course instructor discuss the feasibility of completing the course requirements with a test-out or experiential documentation based on the objectives of the course.
2. Student must submit the fee (50% of the current tuition) to the business office.
3. Nursing students needing credit by certification are required to pay a fee of \$25 per certification to the business office. (CPR/First Aid, TMA, NAR certification only)
4. Once the instructor receives the form signed by the Business Office, they may provide the test or accept the experiential documentation.
5. The Instructor submits the form along with the grade to the Registrar to record.
6. If the student appeals the instructor's decision, the form is sent to the CAO to approve or deny and the form is sent to the Registrar to record.
7. Transcript records will show "CR" for Credit by Examination or "EX" for Experiential and Non-Academic Learning credits.
8. The grade of "CR" or "EX" is not computed in GPA, but will be applied toward completion ratio for program requirements.