



Gateway Community and Technical College Special Technical Education Proficiency (S.T.E.P.) Test Request Form

S.T.E.P. Test Policy and Procedure:

Students who believe they have acquired a competency level of skills or knowledge from previous education and work experience for a particular course may take a S.T.E.P. test. A student may test out of courses totaling up to nine semester credit hours. Testing dates and times can be scheduled with the testing center prior to the beginning of each semester. When a student successfully tests out of a course, credit will be entered on the student's transcript and the student will not need to take the course. S.T.E.P. test(s) must be taken prior to the end of the drop/add period, and may be taken only one time for each particular course. S.T.E.P. tests are available for many, but not all courses, see your advisor for availability.

Individuals interested in S.T.E.P. testing need to fill out the student's section of this form. Then, have their advisor fill out the advisor's section. The student needs to submit this form, along with the \$20.00 per test fee to the Testing Center at least one day prior to the date of the test. All tests are taken at the Boone Campus. Results will be sent to the student by mail within one week after the test has been completed.

Student Completion:

Name _____ EMPLID _____ Date of Birth _____
Address _____ City _____ State _____ Zip _____

Advisor Information:

Course Name _____ Course Number _____
Request Approved _____ Request Denied _____
Advisor Signature _____ Date _____

Test Administrator:

Scheduled Date _____ Scheduled Time _____
Payment Received _____ Score _____ Pass Fail
Must earn a 70% or higher to pass
Test Administrator Signature _____ Date _____