

**DIN: 3020-1-05**  
**Title of Policy: Credit by Examination Policy**

**Policy**

An enrolled learner with a declared major may challenge a course through an examination for credit. Credits earned through a successful challenge via examination will be transcribed and billed at the current tuition rate. The college will:

- o charge an examination fee based on lecture/lab credits to be paid prior to the taking of the examination. If the challenge is successful, the fee will be subtracted from the tuition due for the cost of the credits.
- o transcript successful challenges upon payment of tuition costs for the course minus the examination fee.

Credits earned through challenge examination do not apply toward full-time status for financial aid. Learners cannot repeat an unsuccessful challenge and cannot challenge a course which already appears on the learner’s transcript. Credit by examination tests (i.e. test outs) for classes in which learners are currently registered must be completed within the first four days of the start of the semester. Test-out exams must effectively test on at least 75% of the course content.

**Purpose**

The Credit by Examination policy allows learners to obtain credit for knowledge that learner already possesses.

**Responsibilities**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Instructors	Determine if a course is appropriate for challenge. Develop and administer exam; inform learner, registrar, and business manager of the exam results.
Business Manager or Account Clerk	Verify payment of fee and inform instructor. Bill the successful challenger for the cost of the credits to be transcribed, minus the cost of the fee.
Registrar	Transcript the results; determine eligibility to challenge a course; distribute forms.

**Supporting References**

Listed below are document(s) that support this policy:

**Compliance References**

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 11/27/07 12:47 PM
Document Number:3020-1-05	Rev. from 3010-1-01, Rev. 11-27-07	Page 1 of 1	Level #1
Title: Credit by Examination			Implementation Date: 4-20-04
Approved: President Quistgaard	Date: 4-20-04,8/16/05	Check here if policy should appear in campus handbook:	X