

IMPLEMENTATION DATE FOR THIS REVISED POLICY IS 8/23/2009.

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. Learners challenging a course will be charged an examination processing fee which must be paid prior to taking the examination. This fee is published in the college’s list of fees (see Campus Handbook).

Transcripted credits will count toward academic awards, however, no grade will be assigned and the credits will not count in grade point average calculations. 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 academic days of the start of the semester. Test-out exams must effectively test on at least 75% of the course content. The list of courses which are eligible for credit by examination is available in the Registrar’s Office.

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:

Group/Individual	Responsibility
Instructors	Determine which courses are appropriate for challenge. Develop and administer exam; inform learner and Registrar of the exam results.
Dean	Provide Registrar with accurate list of courses eligible for Credit by Examination.
Business Manager or Account Clerk	Collect fee upon receiving request form from learner to take a challenge examination for a course on the list of those eligible for Credit by Examination. Verify payment of fee and inform instructor and Dean’s Office.
Registrar	Keep list of courses eligible for challenge by examination; determine learner eligibility to challenge a course; distribute challenge request forms; transcript the results upon receiving both notification by faculty that test has been passed and verification from the business office that the fee was paid.

Supporting References

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

[Policy 3020-1-01 Advanced Standing](#)

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: 02/10/09 10:15 AM
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