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CREDIT BY EXAMINATION

Credit by examination will require the approval of the Vice President of Learning after administration of the exam. The student shall register for the course and pay the course fee prior to the examination. The fee is non-refundable, since the student will remain in the course should he or she fail the examination. Tests will be administered by appropriate personnel. A minimum grade point average (GPA) of 2.5 is required of students applying for credit by examination; students who do not meet this requirement shall not be permitted to take an examination for credit without prior approval by the Vice President of Learning. A student who has previously received a grade in a course may not apply for credit by examination.

A student may apply for credit by examination no later than the first two weeks of the term and for no more than two courses per semester. Credit by examination will be counted as part of a student's load. The load of courses taken and courses in which one is seeking credit by examination will not exceed the maximum load allowed per semester. Credit by examination will be given on a pass/no pass basis only and will not be computed in the student's GPA. A student can attempt an examination for any course only once and may not drop the course after attempting the examination.

Procedures

1. No later than the first two weeks of the term, the applicant picks up the [Credit by Examination form](#) from the appropriate department office and completes the first section of the form.
2. The dean or program coordinator verifies the student's eligibility, approves the request, and returns the Credit by Examination form to the applicant, who then verifies payment of the course fee with the Business Office.
3. The applicant returns the Credit by Examination form to the dean, who sends the exam and the Testing Center form to the Learning and Testing Center and directs the student to take the test in the Learning and Testing Center. In special cases, examinations may have to be administered in the department. The student must take the examination within one week of being notified of its availability by the dean.
4. After the examination is evaluated, the dean submits the examination, the course syllabus, and the Credit by Examination form with a recommendation to award or not to award credit to the Vice President of Learning.
5. The Vice President of Learning either grants or denies the credit and forwards information to Admissions and Records. Admissions and Records will inform the student of the results within two weeks of notification from the office of the Vice President of Learning.

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Editorial Changes, April 20, 1993

Executive Council, June 9, 1993

Executive Council, June 27, 1994

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