Credit by Exam Procedures

1. Student accesses Request to take Credit by Exam by clicking on the appropriate academic department.

2. Student completes form and submits to the department dean.

3. Department dean reviews request, approves or denies request, and informs student of decision.

4. If request is approved, dean gives student instructions for fee at Cashier’s office and for taking test.

5. Student pays fee and takes test.

6. Test is returned to department office and evaluated by a committee of department faculty.

7. Dean sends exam and completed Credit by Exam form to vice president of Academic Affairs, who approves or denies granting of credit and sends packet to Records office.

Credit by Exam Policy

Pellissippi State recognizes and accepts credit through various testing alternatives. Standardized testing credits may be earned through the College-Level Examination (CLEP), DSST Credit by Exam Program (DANTES), or Advanced Placement (AP).

Effective fall 2013 students who believe their prior academic or work experience fulfills requirements for a particular course may request permission to receive credit for the course through taking an examination in lieu of attending the course. Permission for granting of credit by examination requires the approval of the academic department dean and of the vice
president of Academic Affairs. A list of the courses for which exams for credit are available may be found at http://www.pstcc.edu/pla.

The student will pay a $100 non-refundable fee prior to taking the examination. A minimum high school or college grade point average (GPA) of 2.5 is required of students applying for credit by examination; students who do not meet this requirement will not be permitted to take an examination for credit. A student who has previously received a grade in a course may not apply for credit by examination, and a student can attempt an examination for any course only once.

A student must apply for credit by examination by October 15 in fall semester or by February 15 for spring semester. Tests will be administered by appropriate personnel. Credit will be given on a pass/no pass basis only and will not be computed in the student's GPA.