

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 here: <http://www.pstcc.edu/pla>

The student shall pay a \$25 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 shall not be permitted to take an examination for credit except with written permission of the vice president of Academic Affairs. 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 September 15 of fall semester or by February 15 of 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.

Students may access the electronic Credit by Exam request form and instructions for completing the process on the Prior Learning Assessment web page: <http://www.pstcc.edu/pla>

Approved: Executive Council, March 4, 1991
Editorial Changes, April 20, 1993
Executive Council, June 9, 1993
Executive Council, June 27, 1994
Editorial Changes, September 12, 2001
Approved: President Allen G. Edwards, September 12, 2001
Approved: President Allen G. Edwards, April 12, 2004
Editorial Changes, September 23, 2004
Approved: President Allen G. Edwards, December 12, 2005
Editorial Changes, July 2008
Reviewed/Recommended: President's Staff, September 29, 2008
Approved: President Allen G. Edwards, September 29, 2008
Editorial Changes: July 1, 2009
Reviewed/Recommended: President's Staff, April 25, 2011
Approved: President Allen G. Edwards, April 25, 2011
Reviewed/Recommended: President's Council, January 28, 2013
Approved: President L. Anthony Wise, January 28, 2013
Editorial Changes, July, 2013
Editorial Changes, November 17, 2015

CREDIT BY EXAMINATION FORM

1. Student and Course Information with Approval:

Student Name _____ P Number _____

Grade Point Average _____ (cumulative GPA must be 2.5 or better)

has approval to take credit by exam for the following course:

Course Number and Title _____

Department Dean

Date

2. Signatures of examination evaluators:

Name

Department

Date

Name

Department

Date

Name

Department

Date

3. Recommendation to Vice President of Academic Affairs

Name _____ P Number _____

has completed the attached examination for credit in this course (syllabus attached):

Course Number and Title _____

Date of exam _____

Grade PASS _____ FAIL _____

Recommendation Credit _____ No Credit _____

Department Dean

Date

4. Instructions to Records office:

Credit is **granted** _____ **denied** _____

Completed examination and syllabus for course are attached.

Vice President of Academic Affairs

Date

5. Records office functions:

_____ **Student has paid \$25 fee.**

_____ **Student is informed of result.**

Records Office Staff

Date