

## **Procedure Title: Credit by Examination**

**Impact:** Students

**Responsibility:**

**Effective Date:** 10/26/1994

**Revised Date:**

**Reviewed Date:**

**Relates to Policy(s):** 5.04.4

**Legal Citation(s):**

---

### **Procedure Narrative:**

The procedure by which a student may challenge a course is as follows:

1. A Request for Credit by Examination Form must be obtained from the registrar's office.
2. The student must take this form to the chair of the division concerned for approval and signature. The division chair delegates an instructor to give the examination.
3. The student pays a fee per credit hour before the examination is given.
4. After the student has taken the examination, his/her grade will be recorded on the form which is to be signed by the division chair and the examiner and returned to the registrar's office.

A student who challenges a course will be given credit if he/she earns a grade of A, B, or C in the examination.

Neither grades nor credits earned through "credit by examination" will be counted in any given semester to determine load or grade point average, nor will they be included in computing cumulative grade point average. They will be included in cumulative credits completed.