

Operating Procedure: Credit by Exam
Department: Registrar
Updated Date: 12/21/11

Related Policy: 1012 Credit by Examination

Purpose: Delineate the order/route that the Credit by Exam form takes so that the student and instructor understand the procedure from initiation to signed completion

Frequency: As needed, when a student wishes to “test out” of a course

Primary Responsibility: Department Chair

Step 1: The student contacts the department chair to determine if a Credit by Exam is available for the course

Step 2: The student makes arrangements with the department chair to complete the application of Credit by Examination form and at the same time pays the \$50, non-refundable processing fee to the cashier on main campus or the extension centers. The cashier provides a receipt to the student for the payment of the processing fee. This receipt must be taken to the appropriate chairperson or designee in order to allow the student to take the exam.

Step 3: The Credit by Exam is then administered to the student

Step 4: The Credit by Exam is evaluated by a faculty evaluator and graded and forwarded along with the application to the appropriate dean for approval. The dean's office then forwards to the Registrar for final processing.

Step 5: Tuition payment for the credit by exam is required within 90 days.

NOTE: Success Measures - The student must complete the Credit by Examination for the specific course achieving the appropriate grade point as designated by the department in order to receive the credit for the course.