

Credit by Examination/Test Out General information and procedures

General Information:

- Only students admitted to the program they are inquiring about are eligible to participate in the college's Credit by Examination/Test Out process.
- There is no charge for the assessments unless the college must purchase the assessment from a third party.
- Testers who score 80% or above will receive equivalent course credit. Partial credit is not awarded.
- Credit obtained by Examination/Test Out will not be calculated in the student's grade point average.
- Credit obtained by Examination/Test Out will appear on the transcript as CR (credit). A grade will not appear.
- The assessments must be completed and scored prior to the first day of the semester the student enrolls in the course.
- Faculty must keep updated Credit by Examination/Test Out information in the testing center. This includes the attached table with the test out examination information, the course that is being tested out of, the credit hours awarded and actual examination or electronic access to the examination.
- Requests for hands-on-testing will be scheduled by the testing center and the faculty member.

Procedure for Credit by Examination/Test Out

- Students inquiring about credit by examination/test out are directed to the testing center.
- The Testing Center answers inquiry or sets up exam based on the general information above. (Form to be developed)
- The Testing Center scans the results to the Registrar's Office.
- The Testing Center emails results to the student's college email.
- The Academic Records Office process the awarded credit and notifies the student, academic advisor, and department chair via their college email. If the student is already registered in the course they are testing out of, the Registrar voids course enrollment upon awarding the credit.

The Testing Center will provide information regarding the technical test out that is available through credit for prior learning.