

ADMINISTRATIVE PROCEDURE No.3104

Credit by Examination

Date Adopted: 1 April 1993

Date Revised:

Date Reviewed: 24 March 2014

Reference:

The following are guidelines for earning credit-by-examination:

1. The student obtains an application form for credit-by-examination from the Office of the Vice President for Instructional Affairs.
2. The student completes and submits the application form to the vice president for instructional affairs. The application includes:
 - a. Evidence of competence in the subject such as high school transcripts which show meeting similar learning outcomes; letters from previous instructors, certificates of completion from short term trainings, on-the-job experience.
3. If the vice president for instructional affairs approves the application, the student is given a testing date and time.
4. The student must pay a non-refundable credit-by-examination fee of \$15 per course to the Business Office before taking the examination.