



COURSE CREDIT BY EXAMINATION POLICY

(AA-7/11)

1. All students who request course credit by examination will be required to pay a \$30.00 per semester hour administrative fee.
2. All course credit examinations must be taken and recorded prior to the final exam period to receive credit for the term in which the course credit exam is taken.
3. A student may not attempt a course exam in which s/he has previously earned a grade of "F", "WF", "FIW", or "D".
4. All credit by examinations must be read by at least three instructors within the department before credit for the course is awarded. The department chair will submit the report of examination to the Registrar's Office.
5. A grade of "CR" (Credit) will be awarded to those who pass a credit by exam.
6. A student may take a credit by examination for a specific course only one time.



CREDIT BY EXAMINATION COURSES

(AA-7/11)

Following is a list of courses which students may receive academic credit under the GSC credit by exam policy. If a student feels a course not listed should be available by exam, they should consult the course instructor and department chair.

BUSINESS

Business 100	Computer Science 101
Business 230	Computer Science 201
Business 330	

EDUCATION AND PHYSICAL EDUCATION

None

ENGLISH

Communication Arts 101	No courses in English
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FINE ARTS

Music 170, 171, 180, 181, 270, 271, 280, 281

LAND RESOURCES

Biology 109	Forestry 214
Biology 110	Land Surveying 121
Environmental Science 101	

SCIENCE AND MATH

Students may attempt a credit by exam for Math 102, Math 120 or Math 230 after receiving credit for Math 110, Math 256 or Math 327 but not after receiving credit for any other mathematics course(s) numbered higher than the course attempted by exam.

Mathematics 003	Mathematics 110
Mathematics 004	Mathematics 120
Mathematics 102	Mathematics 230
Mathematics 105	

SOCIAL SCIENCE

None



COURSE CREDIT BY EXAMINATION REPORT FORM

(AA-7/11)

Name _____ Date _____
 Local Address _____ ID # _____

 Local Phone _____

REQUESTED EXAMINATION

COURSE _____ CREDIT HOURS _____

Total Hours Student Enrolled in this Semester _____

RECOMMENDED BY:

Advisor _____ Date _____
 Chairperson of department offering course _____ Date _____

APPROVED BY:

Provost and Senior Vice President _____

FEE PAID: (\$30.00 per credit hour)

Cashier _____ Date _____

REPORT OF EXAMINATION: _____ PASSED _____ FAILED

Instructor's Signature _____ Date _____
 Instructor's Signature _____ Date _____
 Instructor's Signature _____ Date _____

Signed form is provided to the department chair for submission to the Registrar's Office

Department Chair's Signature _____ Date _____