Glenville State College recognizes that some students may have acquired college-level learning through work or other life experiences. The College offers these students the option of receiving credit for specific courses through the taking of comprehensive examinations. Students interested in taking an examination to qualify for credit for a specific course should contact the chairperson of the department offering the course.

The following policies apply to the awarding of credit for Challenge and Prior Learning Experience exams.

- A grade of “CR” will be awarded for a course for which credit is to be awarded by examination.

- Credit examinations must be read by two members of the full-time faculty in the discipline to which the credit is to be applied. One of the two may be the department chair. When the assessments of the evaluators differ, the examination will be assessed by a third member of the faculty.

- Students may take a credit examination for a specific course only once.

- Students may not take a credit examination for a course for which they previously received a grade of “F”, “F#”, or “FIW”.

- Students may take the credit examination only through the fourth week of a class in which they are enrolled during the fall or spring terms or through the second week of a summer term. Students not enrolled in the course for which they are seeking credit by examination may take the examinations at any time.

Credit examinations will be administered only after the department chair approval and payment of the administration and transcription fees.

Credit will be awarded only after passage of the examination has been certified by the evaluators and the chief academic officer and the completed report is filed with the Registrar’s Office.
Following is a list of courses for which students may receive academic credit by successfully passing a Challenge exam. Students will need to initiate the exam process through the academic department in which the course is offered. 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
- Business 230
- Business 330
- Computer Science 101
- Computer Science 201

**HEALTH AND PHYSICAL EDUCATION**

- Physical Education 201

**ENGLISH**

- Communication Arts 101
- No courses in English

**FINE ARTS**

- Art 200
- Fine Arts 100
- Music 170, 171, 180, 181, 200, 213, 270, 271, 280, 281

**LAND RESOURCES**

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

**SCIENCE AND MATH**

- Mathematics 094
- Mathematics 106
- Mathematics 110
- Mathematics 115
- Mathematics 120
- Mathematics 230

**SOCIAL SCIENCE**

- None
COURSE CREDIT BY EXAMINATION REPORT FORM
(AA–3/16)

Examinee
Name  ______________________________  Date  ______________________________
Local Address  ______________________________  GSC ID #  ______________________________
                                                  ______________________________  Cell Phone #  ______________________________

Requested Examination
Course Listing and Title  ______________________________  Credit Hours  ______

Registrar review  ______________________________  Date  ______________________________

To be administered by:
Course Instructor  ______________________________  Date  ______________________________
Approved by department chairperson  ______________________________  Date  ______________________________

Administration and Transcription Fee (must be paid prior to taking the examination)
PAID: $___________ ($40.00 per credit hour x _____ credit hours)
Cashier’s Office  ______________________________  Date  ______________________________

Examination Report:  ______ PASSED  ______ FAILED
Instructor’s Signature  ______________________________  Date  ______________________________
Instructor’s Signature  ______________________________  Date  ______________________________

Verified:
Department Chair  ______________________________  Date  ______________________________
Chief Academic Officer  ______________________________  Date  ______________________________

Notes:
1. Students may not take course credit examinations for courses which they are failing or have failed.
2. A grade of “CR” (Credit) will be assigned for courses which credit is awarded by examination.