



COURSE CREDIT BY EXAMINATION POLICY

(AA-3/16)

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.



CHALLENGE EXAM COURSES

(AA-9/16)

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.