



## **COURSE CREDIT BY EXAMINATION POLICY**

(AA-2/20)

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.



## **COURSE CREDIT BY EXAMINATION**

(AA-2/20)

Following is a list of courses for which students may receive academic credit by successfully passing a Course by 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 – Introduction to Business  
Computer Science 101 – Computing Concepts

### **CRIMINAL JUSTICE**

None

### **EDUCATION, HEALTH AND PHYSICAL EDUCATION**

Physical Education 201 – First Aid and Safety

### **FINE ARTS**

Art 200 – Survey of Art  
Art 270 – Digital Media  
Fine Arts 100 – Introduction to Fine Arts  
Music 180, 181 – Class Instruction in Piano I and Class Instruction in Piano II  
Music 280, 281 – Class Instruction in Piano III and Class Instruction in Piano IV

### **LAND RESOURCES**

ENVR 101 – Introduction to Environmental Science  
LAND 121 – Introduction to Land Surveying  
NRMT 125 – Computer Assisted Mapping  
NRMT 234 – GIS Applications I

### **LANGUAGE AND LITERATURE**

Communication Arts 101 – Introduction to Public Speaking

### **SCIENCE AND MATHEMATICS**

Mathematics 106 – Finite Mathematics  
Mathematics 115 – College Algebra  
Mathematics 120 – Precalculus  
Mathematics 230 – Euclidean Geometry for College Students

### **SOCIAL SCIENCE**

None



## COURSE CREDIT BY EXAMINATION REPORT FORM

(AA-2/20)

### 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.