

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES <b>CREDIT BY EXAMINATION</b>	Policy 6.02.13
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**I. CREDIT BY EXAMINATION**

Students may earn course credit by examination in selected courses identified by program coordinators, department chairs, or deans. A student who is not eligible for Advanced Placement credit (see Advanced Placement Course Credit Policy 6.02.08) may apply for Credit by Examination. Students must request and obtain approval from the academic dean of the division for which the course resides. Upon approval, the dean will identify and work with faculty to create and administer the test or arrange administration with the testing coordinator.

**II. EARNING CREDIT BY EXAMINATION**

Credit by Examination may be earned prior to enrolling in a course or up to the census date if a student is enrolled in the course. The applicable testing fee will apply (regardless of the way it is administered) and must be paid to the cashier prior to testing. Successful completion of the examination will result in an “S” grade for the course. An “S” grade counts as hours earned but not as hours attempted.

**III. COURSE WITHDRAWAL AFTER CREDIT BY EXAMINATION**

If a student is registered for a course, successful completion of Credit by Examination will not automatically drop that individual from the course. Registered/enrolled students wishing to drop a course must submit the online withdrawal request and should contact their advisor and/or the Financial Aid Office to discuss course load and award implications. Requests submitted after the drop/add period will be processed as a withdrawal. Courses dropped during or after the drop/add period are subject to the refund policies of the business office (see Student Withdrawal Policy 6.02.01.02).

**IV. MAXIMUM CREDITS BY EXAMINATION**

No more than one-half of the required credit for a degree, a diploma, or a certificate may be earned through “Credit by Examination,” unless otherwise approved by the Executive Vice President for Instruction and Student Services. In conjunction with the College’s Credit in Residence requirement, a minimum of twenty five (25) percent of total course work and required major courses must be taken in residence at the College. Course Credit by Examination does not count towards the credit in residence required hours. (see Course Credit – Transfer, Previously Earned and Credit in Residence Policy 6.02.07).

The maximum credit applicable toward graduation is seventy five (75) percent of the program’s credit hours from any combination of prior learning methods.

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6.02.07 - Course Credit – Transfer, Previously Earned and Credit in  
Residence Policy

6.02.08 - Advanced Placement Course Credit

6.02.09 – Course Credit – Advanced Placement and CLEP

Adopted: January 26, 2021

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