

# Credit by Examination Policy

**Policy Number** 3.6

**Signature** Board of Trustees

**Date Approved** 2018-05-08

**Effective Date** 2018-07-01

**Responsible Division** Instruction and Student Support

**Citation** N.C. Gen. Stat. § 115D- 58.8

Forms

[Credit by Examination](#)

Students who believe that they have mastered the competencies for a course through previous experience may be allowed to earn course credit through credit by examination. Students must provide evidence of preparation to challenge a course, such as a transcript of similar college-level credits, record of military study, certification or license, or written statements from employers regarding training or directly related work experience. A student must have completed any course prerequisites before taking a credit by examination. Students may not attempt more than ten percent (10%) of the required credit hours in their curriculum program by means of credit by examination. Students must complete a minimum of twenty-five percent (25%) of the required credit hours in their curriculum program at Carteret Community College and credit by examination credits do not apply toward the twenty-five percent.

Credit by examinations are not available for every course. Students may obtain the current list of available credit by examination options in the Student Services Office. Credit by examination may be administered through written, oral, practical examination, or any combination of these methods deemed appropriate for the course being challenged. Students who fail a specific credit by examination will not be permitted a second opportunity. Students who do not successfully complete a course due to failure, official withdrawal, medical withdrawal, or violation of the College attendance policy will not be permitted to take a credit by examination for the course in question.

## Procedure

1. Students will be required to show documentation of evidence of previous coursework or experience that qualify them as proficient in the subject matter of the course. The appropriate Division Dean will review the documentation for approval of administering the examination.
2. After receiving approval, students must register for the course they intend to challenge before the last purge date and before classes begin, and then must contact the Curriculum Area Coordinator to schedule the examination.
3. All credit by examination must be taken by before 1<sup>st</sup> day of classes. Students are encouraged to take the credit by examination as early as possible to avoid financial obligations.
4. Upon successful completion of the examination with a passing score, students will have the option to drop the course and add another course, or simply drop the course and receive a tuition refund.
5. All examinations will be graded on a Pass\Fail basis. A passing score will be considered 80 percent or higher. Students who pass a credit by examination will receive credit hours for the course, but no quality points