

**COLLEGE OF THE ALBEMARLE
CREDIT BY EXAMINATION**



PROCEDURE: Any student may present his/her request to receive credit for a course by an examination, five (5) working days prior to the beginning of the semester, to the advisor who has knowledge of the student's ability or who feels that the student's background should enable him/her to pass the examination.

METHOD: Each department will create and retain on file in the office of the Dean a copy of the credit by exam, and the acceptable passing rate. There should be only one credit by exam per course offered. A copy of the completed exam, containing the student's score(s) must be forwarded to the Vice President, Learning's office along with the credit by exam form for approval, five working days prior to the beginning of the semester.

RESULTS: The student will not receive a letter grade or quality points. However, "credit by examination" will be shown on the student's transcript. The hours will be counted toward graduation but will not be counted in computing quality point average.

I, _____ / _____, hereby challenge
Print Full Name of Student Student ID Number

_____ for credit by examination.
Course Prefix, Number and Title

Signature, Instructor Date

Signature, Dean of Division Date

Signature, Director, Admissions and Financial Aid Date

Signature, Dean Date

The student has taken the examination with the following results:
PASSED THE EXAM AND IS ELIGIBLE FOR CREDIT _____ DID NOT PASS THE EXAM _____

Signature, Instructor Date

Signature, Department Chair/Program Coordinator Date

Signature, Dean Date

Signature, Vice President, Learning Date

NOTE: UPON COMPLETION, THIS FORM MUST BE ROUTED TO THE REGISTRAR.