

Title : Credit by Departmental Exam

Number :

6500.05

Approved :

07/01/03

Reference :

Students who have acquired college level knowledge or skill through work or life experiences for which they have not received college credit may petition for college credit provided they are not currently enrolled in that course nor seeking credit for a lower-level course after successfully completing a higher-level course. This petition may be obtained through the District Records Office. Upon approval of petition, a comprehensive written and/or performance examination relating experience to course content will be administered by an instructor designated by the Chief Academic Officer. The examination will be documented by filing results in the District Records Office. If proper test administrators are not available at the time of request, the petitioner must wait until the test administrator is available. Permission to take such an exam is limited to subject areas offered by Eastern Arizona College in which competency can be measured satisfactorily by a written or performance test. A course may be challenged only one time. Credit awarded on this basis will be recorded on an official transcript only upon completion of at least 16 credit hours in courses at Eastern Arizona College and will be shown on the transcript as "credit by departmental examination." A credit-by-examination fee will be charged for the examination (see catalog, section Other Fees).

Upon transfer, acceptance of credit awarded by means of departmental exam may be treated differently by the receiving institution.

