

Procedure Number:	B600.00.50.01.Z
Date Adopted:	April 1979
Date Revised:	June 1993
Date Revised:	September 2004
Date Revised:	June 2021

## CREDIT BY EXAMINATION

### PURPOSE

To provide a means whereby students may receive appropriate course credit for competencies (equivalent to those gained in specific RCCC courses) acquired through work experience or other non-academic experiences.

### RESPONSIBILITIES

1. The student (believing that he/she has acquired competencies equivalent to those taught in a specific RCCC course) is responsible for registering for the course in question and requesting credit by examination within the first 10 calendar days of the academic term. The student is responsible for investigating the impact of this request on scholarships, financial aid, VA benefits or other financial assistance.
2. The Program Chair is responsible for investigating the grounds for the student's belief that he/she may have acquired competencies equivalent to a RCCC course; he/she is responsible for granting or denying the request for credit by examination based upon the results of this investigation.
3. The Program Chair is responsible for arranging with an appropriate instructor and the Director of Testing Centers for credit by examination in cases where this request is granted.
4. The Program Chair is responsible for keeping records of such examination and reporting results as set forth below.
5. The Registrar is responsible for placing credit earned by examination on the student's official records.

### PROCEDURES

Applicants who have reason to believe they are proficient in a subject may request credit by examination. The examination may be written, oral, performance or all of these and may be scheduled at any time mutually convenient to the examining Program Head, the examiner in the Testing Center (if applicable) and the student. The academic standards for credit by examination will be commensurate with the academic standards for the course; the minimum test should be similar to

that which is administered at the conclusion of regularly scheduled courses.

Students failing such an examination may not request a second examination but may remain in the course and earn a grade. No credit by examination will be allowed if the student has previously taken the course for credit and is now attempting to raise his course grade. Decision of the examining instructor will be final.

Credits earned by examination will be entered on the student's permanent record, but quality points will not be awarded for such credit.

#### Processing Credit by Examination Requests:

1. Student requests to Program Chair through their instructor for consideration. Checks the effect of their request on any financial aid, scholarship, or outside agency financial; support before proceeding.
2. Program Chair accepts or denies request upon investigation. A student must accomplish at least 25% of credits toward graduation in residence classes at RCCC. If a student should request credit by examination for more than 75% of a curriculum, it might be generally understood that he/she is already qualified by experience for appropriate employment. Exceptional cases should be discussed with the Academic Vice President prior to decision.
3. Upon approval by Program Chair, examination is conducted either by the instructor or in one of the Testing Centers.
4. Records of failure will be retained by Program Chair for the academic term and a copy of the final grade sheet.
5. Successful completion of exams will be reported to the instructor and retained by the Program Chair.
6. Copies of approved credits will be forwarded by the Program Chair to the Registrar
7. A grade of "CE" is assigned for successful "credit by examination".

#### HISTORICAL NOTE

Former Procedure Numbers: 7.28

*Original (signed) procedure is on file in the*  
Rowan-Cabarrus Community College President's Office  
Dr. Carol Spalding, President