



CREDIT BY EXAMINATION POLICY

What is Credit By Examination?

Enrolled CWC degree-seeking students in good academic and financial standing may request college credit by examination for courses numbered 1000-2999. Not all CWC courses have the credit by examination option available. All examinations are prepared, graded, and administered by the instructor of the course.

How do I take the exams?

1. Contact your academic advisor about your wish to obtain educational credit through the Credit By Examination process.
2. Your advisor will direct you to the appropriate academic division chair or course faculty.
3. Complete and submit the "Credit By Examination" request form to the appropriate academic division chair or course faculty.
4. If the request is approved, make an appointment with the appropriate course faculty to schedule a testing date and time. A receipt for payment must be presented before the test can be administered.

When can I take the exam?

Credit By Examination tests are scheduled at a mutually convenient time with the course faculty.

How long do the exams take?

The test length, question type and time limits vary according to course and faculty. You are encouraged to discuss this with the faculty administering the test before the actual test date.

How much do the exams cost?

The fee for Credit By Examination is the per credit tuition rate without fees and must be paid at the Business Office prior to taking the exam.

How will I get my scores?

The Records and Research Office will mail a copy of the completed Credit By Examination request form. The grade received will be noted at the bottom of the form. Grades will be transcribed and available through the CWC Home Page at www.cwc.edu by selecting Student Services and then Registration and Records.

What if I do not do well on the exam?

If you do not score high enough on the examination to pass the course, you can enroll in the course or request the Credit By Examination option again. You may seek credit by examination for any given course only once in a twelve-month period.

What will appear on my CWC transcript?

The grade received on the examination will be listed on your transcript, added to the hours earned (if grade is "D" or above), and computed into the cumulative grade point average. The grade earned through Credit By Examination replaces the previously awarded grade when applicable.

Words of warning!

Credits earned through Credit By Examination may not be accepted for transfer at another institution and cannot be counted for financial aid.



CREDIT BY EXAMINATION REQUEST

Enrolled CWC degree-seeking students in good academic and financial standing may request college credit by examination for courses numbered 1000-2999. Credits earned through Credit By Examination may not be accepted for transfer at another institution. Students must not be currently enrolled in the course to be challenged. The grade received on the examination will be listed on the student's transcript, added to the hours earned (if grade is "D" or above), and computed into the cumulative grade point average. The grade earned through Credit By Examination replaces the previously awarded grade when applicable.

Not all CWC courses have the credit by examination option available. All examinations are prepared, graded, and administered by the instructor.

The fee for Credit By Examination is the per-credit tuition rate without fees and must be paid at the Business Office prior to taking the exam.

I request credit by examination for _____,
(Course prefix, number & name)
a _____ credit course.

Name: _____ Social Security No.: _____
(Please print)

Student Signature: _____

Mailing Address: _____ Home Phone No.: _____

_____ Work Phone No.: _____

E-Mail Address: _____

Division Chair Signature: _____

Faculty Signature: _____

Registrar Signature _____

Exam Date: _____ Grade Received: _____ Date Recorded: _____ By: _____

The Office of Records and Research will mail a copy of this form once the grade has been recorded to your transcript.

