Credit by examination policies and procedures are designed to provide those undergraduate students who have acquired special skills or competencies through previous educational and/or work experiences the opportunity to exempt a course, or courses, requiring demonstration of those skills and competencies. Therefore, all undergraduate digressing students who are in good standing after having earned a minimum of twelve hours at South Carolina State University, and who feel that they have the requisite knowledge, skills and competencies may petition to receive credit by examination.

The following policies and procedures govern the petitioning and awarding of credit by examination:

**POLICIES**

1. Justification (along with supporting evidence) for a request (petition) to challenge (earn credit by examination) a course must be provided by the student at the time that the petition is presented.

2. A student must have a cumulative GPA of 2.0 or better at the time (s)he petitions for credit by examination.

3. A maximum number of semester credits that may be earned through the credit by examination procedure is thirty (30).

4. The course(s) to be challenged must be offered in the semester in which the student seeks to earn the credit(s).

5. A student will not be permitted to challenge any courses:
   
   (a) constituting the final thirty (30) hours of his/her curriculum;
   
   (b) carrying prerequisites until all prerequisites have been met successfully, or (c) which do not ordinarily lend themselves to this procedure-say, group dynamics processes, physical education activity, laboratory, directed teaching and practicum/field placement courses.

6. A student will be permitted to take an examination in the same course only one time.

7. Under no circumstances will a student be allowed to earn credit by examination in a course in which (s)he was previously enrolled (regardless of grade) either for credit or as a visitor or auditor, except when credit by examination is used as a means to obtain credit for courses previously taken at institutions from which credit is non-transferable.

8. A student will not be permitted to earn credit by examination in a course if (s)he has completed a course in the subject matter area above the level of the course in which (s)he wishes to be examined.

9. Initial approval of a petition for credit by examination rests with the chairperson (in conjunction with appropriate faculty members) of the department in which the course is offered. Certification of the student's eligibility to take the examination will be granted by the Registrar's Office.

10. A student seeking credit by examination must meet the same standards of quality as those students regularly enrolled in the course(s) concerned.

11. Examinations used to award the credit must be comprehensive and representative of the discipline, the department and the University.

12. No examination for credit will be administered until all procedures have been followed.

13. All examinations will be administered within a time period designated by the Registrar's Office.

14. Only grades of "P" and "F" will be given for all examinations. Credits earned by examination will not be computed in the student's grade point average, but will be included in hours earned for graduation. The grade of "S" is the equivalent of C' or better. Credit will be recorded on the student's transcript only if a grade of "P" is obtained.

15. Full-time students 12-15 hours will be charged a fee of $25.00 for a course examination up to 18 hours. Then students will be charged $25.00 and on the basis of the current fee per credit hour.

16. Part-time students will be charged on the basis of the current fee per credit hour.

17. A refund of fees will be made only if the student does not sit for the examination because of a well-documented emergency.

18. Documentation, as appropriate, of the examination and student's grade must be filed with the department chairperson and the Registrar's Office.

**PROCEDURES**

The following procedures must be followed in order for a student to obtain credit by examination:

1. The student must obtain the proper form for petitioning credit by examination from the Registrar's Office.

2. The student must confer with his/her academic chairperson and go over the Policies and Procedures governing Credit by Examination.

3. Section I of the form must be completed and signed by the student and presented to his/her advisor for certification of eligibility.
I hereby certify that in accordance with institutional policy governing Credit by Examination, the student named above is eligible to take the requested examination. **Written justification to document prior knowledge and/or experience must be submitted with petition.**

PART III. TO BE COMPLETED BY THE REGISTRAR’S OFFICE

I hereby certify that in accordance with institutional policy governing Credit by Examination, the student named above is eligible to take the requested examination. The student is enrolled for ____ hours. There is a $25.00 application fee for this examination for those students who have 12-15 hours. For all other students not in this category there will be a $25.00 application fee plus the cost of the course as calculated by credit hour. The total cost for the examination is $_______________.

Registrar: ___________________________ Date: ________________

PART IV. TO BE COMPLETED BY INSTRUCTOR

I hereby certify that the requested examination has been properly administered. The student earned a grade of _________ on the examination. The examination paper has been filed with the Departmental Chairperson.

Signature: ___________________________ Date: ________________

PART V. APPROVAL (Student’s Major Department)

Advisor: ___________________________ Date: ________________

Departmental Chairperson: ___________________________ Date: ________________

The grade has been submitted to the Registrar’s Office.