

**TO CASHIER: PLEASE DO NOT ACCEPT ANY MONEY FROM A STUDENT UNTIL THIS FORM IS SIGNED BY THE REGISTRAR.**

<b>Cashier's Office</b>
<b>Fee Paid:</b> \$ _____
<b>Date:</b> _____
<b>Cashier:</b> _____

## Petition for Credit By Examination



OFFICE OF THE REGISTRAR  
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### CREDIT BY EXAMINATION POLICIES AND PROCEDURES

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 are given 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-specifically, 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 "5" 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.

4. The chairperson should review the student's academic record, complete Section II, sign and return all copies of the petition to the student.
5. The petition, along with written justification, must be presented to the chairperson of the department in which the course is offered. The justification must clearly and concisely chronicle and provide supporting evidence as to how, when, and where experiences which provided the knowledge and skills/competencies required for the courses were obtained. Approval will be granted only with adequate justification and documentation. The mere fact that a student needs the credits to graduate does not constitute valid justification.
6. The department chairperson should retain the justification and documentation and confer with appropriate faculty members (those who normally teach the course and others having specific knowledge of the concerned area). They decide jointly whether or not there is sufficient justification and documentation for approval. If so, the chairperson approves the form and appoints a faculty member (with his/her consent) to administer the comprehensive examination.
7. The student is responsible for obtaining certification from the Registrar's Office, paying the appropriate fees at the Office of Finance and Management, and returning all copies of the form to the assigned instructor.
8. The instructor and student will decide upon a mutually acceptable date within the designated period for administration of the examination.
9. Where available, a standardized examination (such as CLEP) will be administered during the period designated. In the absence of a standardized examination, the instructor must prepare a comprehensive examination of the quality expected and representative of the discipline, the department and the University.
10. A refund of fees will be made only if the student does not sit for the examination for substantiated emergency reasons. The instructor must certify in writing to the department chairperson that the student did not take the examination on the scheduled date.
11. If the student's reason for not sitting for the examination is acceptable to the instructor and chairperson, and if the student wishes, the chairperson will approve the refund of fees. If time permits and the student and instructor can agree on another time, the examination may be rescheduled. It must, however, be administered before the end of the credit by examination deadline period.
12. If the student does not present a valid reason for not sitting for the examination, (s)he forfeits the fees.
13. **After administration of the examination, the instructor will file the student's examination paper and two copies of the petition with the department chairperson, in accordance with the distribution code, indicating the student's grade and bearing the instructor's signature. The chairperson will forward the designated copy to the Registrar's Office.**

#### **PART I. TO BE COMPLETED BY STUDENT**

I, \_\_\_\_\_ request permission to take an examination for credit in \_\_\_\_\_ . I understand the policy governing Credit by Examination and accept the conditions. Campus-Wide ID: \_\_\_\_\_ Major: \_\_\_\_\_  
 Class: \_\_\_\_\_ Local Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **PART II. TO BE COMPLETED BY DEPARTMENTAL CHAIRPERSON (*Department in which course is offered*)**

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.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **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.**