



CREDIT by EXAM Policy and Procedure

Central Carolina Community College recognizes some students with prior proficiency in a course due to previous educational or work experience may wish to earn credit for prior learning. The College helps to facilitate this goal by allowing Challenge Exam Requests to award Credit by Exam.

This option is available for selected courses as determined by the department chair/program director. A proficiency demonstration may be a written exam, oral exam, shop exercise, lab exercise, or combination.

The following procedures must be followed for the student apply:

- Student completes CHALLENGE EXAM Request Form (page 2) prior to the start of the semester/session or within the first few days (fourth day of the 16-week session; third day the 12-week session; second day of an 8-week session) to ensure time for course registration if unsuccessful in challenge.
- Student shows evidence of preparedness for a proficiency demonstration (e.g., high achievement in secondary school, military service, and/or work experience) that must be submitted to and approved by the department chair/program director or his delegate.
- Student takes the proficiency exam administered by the instructor no later than the fourth day of the 16-week session; no later than the third day the 12-week session; no later than the second day of an 8-week session for the term in which the course is being offered and should be transcribed. This allows the student to register for the subsequent class following in the sequence if successful.
- Student must earn a grade of 85% or better on the proficiency exam.
- Instructor records Challenge Exam score on Challenge Exam Request form and submits the form and copy of the exam to Records Office to award credit.
- The Records Office enters the student's proficiency exam score under 'Non Course Work Summary' in the Student Information System and assigns a grade of "CE" (Credit by Examination).
- Credit granted through a proficiency exam will not be calculated in the grade point average.
- Proficiency demonstrations may only be attempted once and can only be attempted for the initial enrollment in the course.
- Credit for proficiency demonstration may not be granted for a course being audited by the student.
- Credit for proficiency demonstration may not be transferred to other institutions.
- Credit for proficiency demonstration may not be attempted after the course has been attempted and graded.

