

## Asheville-Buncombe Technical Community College Credit by Examination

Students who can provide tangible evidence of preparation to challenge a course (such as a transcript of similar college level credits, record of military study, certification or license, standardized test scores, or written statements from employers regarding training or directly related work experience indicating that they may be proficient in a subject) may request credit by examination. A written request must be made to the proper Department Chairperson on a form obtained from the Student Records and Registration office. This test must be administered immediately after the 10 percent point in the semester.

Examinations are comprehensive and must be approved by the supervisor of the instructor administering the exam. The examination may be oral, performance, written, or a combination of these methods. To receive credit by examination, the score must be above average (A or B). The decision of the examining instructor will be final.

No student may request a second test for Credit by Examination in the same course or request Credit by Examination in a course after receiving **any** recorded grade for that course. Exceptions must have approval of the Vice President, Instructional Services.

Because of specific requirements, credit for certain courses may not be received through Credit by Examination. The courses which may not be challenged by examination are marked with an asterisk in the course description section of the catalog.

The following procedure must be used by students to request Credit by Examination:

1. Enroll as a credit student in the course to be challenged and pay tuition if enrolled on a part-time basis. There is no extra charge for full-time students who are taking at least 16 semester hours.
2. Present evidence of proficiency, complete the written request form, and have the request approved prior to the 10 percent point of the semester.
3. Remain enrolled and attend class until the examination is administered. During this period, students who have written approval for the exam may attend class without purchasing textbooks and materials. If books are purchased and returned for refund, they must be in new condition.
4. Students who are very confident of passing the exam may choose to begin with a course overload.
5. A student whose performance on the exam earns an A or B grade will have that grade posted to the transcript, and need not attend class after passing the examination. Receiving credit by exam does not entitle the student to a tuition refund.
6. Students who do not earn an A or B on the examination are encouraged to purchase textbooks and materials and remain in the class to earn credit at the end of the semester.
7. Students who receive financial assistance of any type are required to inform the director of their assistance program that they are seeking credit by exam. Assistance may be reduced and reimbursement will be required if the course load is reduced by receiving credit by examination. Students may choose to overload in this case.

Any exceptions to these procedures must have prior written approval by the Vice President, Instructional Services and the appropriate Division Dean and Department Chairperson.

## Asheville-Buncombe Technical Community College Credit by Examination

I, \_\_\_\_\_ request a proficiency examination for the  
PRINT FULL NAME

Course \_\_\_\_\_  
Term Prefix Number Course Title

and offer the following basis for proficiency in the course: (SEE INFORMATION ON BACK OF THIS FORM)

Please check as appropriate:

- \_\_\_\_\_ I have not previously taken a proficiency exam for this course.
- \_\_\_\_\_ I do not have any recorded grade from previous enrollment in this course.
- \_\_\_\_\_ I am now enrolled in this course and have paid my fees for it.
- \_\_\_\_\_ I understand that by receiving proficiency credit, my course load will be reduced which may affect my eligibility for financial assistance through the College, VA, Financial Aid and JTPA programs. I certify that administrators of each of these programs (if applicable) have been notified in writing regarding my proficiency exam intentions and that I agree to promptly repay any financial aid overpayment resulting from a reduced course load.

\_\_\_\_\_  
Student Signature Date ID # Major Curriculum

### INSTITUTIONAL USE ONLY

Instructor	Chairperson	Division Dean	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I approve this request for credit by examination.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I disapprove this exam request for the following reason(s):
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 I have reviewed the exam to be administered and certify that it is comprehensive and appropriate or this course.
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 I disapprove the content/nature of the exam to be administered for the following reason(s):

Proficiency Exam: Grade \_\_\_\_\_ (A or B) or Failed \_\_\_\_\_ Numerical Score \_\_\_\_\_

\_\_\_\_\_  
Examining Faculty Date

The instructor for this student has been informed of the result of the exam.

\_\_\_\_\_  
Instructor Date

\_\_\_\_\_  
Department Chairperson Date

\_\_\_\_\_  
Division Dean Date

\_\_\_\_\_  
Vice President, Instructional Services Date

(PLACE IN PERMANENT RECORD)

Effective 18-Aug 2006