

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES CURRICULUM COURSE PREREQUISITE	Policy 6.02.13
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I. CREDIT BY EXAMINATION

Students may earn course credit by examination in selected courses identified by program coordinators, department chairs, or deans. A student who is not eligible for Advanced Placement credit (see “Advanced Placement Course Credit,” policy 6.02.08) may apply for Credit by Examination. Students must request and obtain approval from the Academic Dean of the division for which the course resides. Upon approval, the Dean will identify and work with faculty to create and administer the test or arrange administration with the Testing Coordinator.

II. EARNING CREDIT BY EXAMINATION

Credit by examination may be earned prior to enrolling in a course or up to the 10% point if a student is enrolled in the course. The applicable testing fee will apply (regardless of the way it is administered) and must be paid to the Cashier prior to testing. Successful completion of the examination will result in an “S” grade for the course. An “S” grade counts as hours earned but not as hours attempted.

III. COURSE ENROLLMENT

If a student is registered for a course, successful completion of Credit by Examination will not automatically drop that individual from the course. Registered/enrolled students wishing to drop a course must submit the online withdrawal request and should contact their advisor and/or the Financial Aid Office to discuss course load and award implications. Requests submitted after the drop/add period will be processed as a withdrawal. Courses dropped during or after the drop/add period are subject to the refund policies of the Business Office (see “Student Withdrawals,” policy 6.02.01.02).

IV. MAXIMUM CREDITS BY EXAMINATION

NO more than one-half of the required credit for a degree, a diploma, or a certificate may be earned through “Credit by Examination,” unless otherwise approved by the Executive Vice President for Instruction and Student Services. In conjunction with the College’s Credit in Residence requirement, a minimum of twenty-five (25) percent of total course work and required major courses must be taken in residence at the College. Course Credit by Examination does not count towards the credit in residence required hours. (see “Course Credit – Transfer, Previously Earned and Credit in Residence 6.02.07).

Adopted: January 26, 2021