

DCTC Procedure 3.39.1 Credit by Examination (Test Out)

Chapter x – General title for all policies and procedures in this category

Part 1. Purpose

A nonrefundable fee per credit attempted is charged for lecture courses. A nonrefundable fee is also charged per credit attempted is assessed for laboratory courses. The credit by examination fee is subject to change.

To complete courses through credit by examination, students must pick up a Credit by Examination form in the Student Services Office and coordinate the process with the appropriate instructor. Credit by exam is at the instructor's discretion.

A student will be permitted to attempt to test out only once for each course. In sequential courses, no credit by examination will be granted when a student has earned credit in a more advanced course. Students must score at a C level or better to pass a credit by exam. A Pass or No Credit grade will be recorded on the transcript.

If a student has registered for a course, then chooses to test out, the student must drop the course within the first five days of the semester to be eligible for a refund. Credit by exam cannot be used for courses previously taken at DCTC.

Related Documents:

- In the policies yet to be touched folder

Procedure History:

Date of Adoption: 09/12/2007

Last Revision date: 05/30/2017

Date most recent procedure revisions go into effect: 05/30/2017

Date and Subject of Revisions:

05/30/2017 – Updated title and history