



<p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p>	<p>POLICY NUMBER: 100-07-03</p>	<p>PAGE NUMBER Page 1 of 3</p>
	<p>CHAPTER: Academic Policies</p>	
	<p>SUBJECT: Credit for Prior Experience: Credit by Examination</p>	
<p>RELATED POLICIES:</p> <p>OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs</p>	<p>EFFECTIVE DATE: TBD</p>	
	<p>SUPERSESION: TBD</p>	
	 <p>Dr. David Svaldi President</p>	

Credit by Examination

I. POLICY:

Students may petition to receive academic credit for a course if, through prior experience and study, they have attained knowledge and skills that constitute the requirements of the course. Students may receive approvals of their petitions if the following criteria have been met:

1. The student is enrolled for the course and appropriate tuition and fees have been paid.
2. The instructor teaching the course agrees the student's experience qualifies the student to be given an opportunity to "test out" for credit.
3. The department chair approves the request and instructional recommendations.

Grades for coursework completed by examination will be recorded by the instructor in accordance with the grading system for the class. If credit by examination is requested for a course offered by the college, but not being offered during that particular term, the student may enroll for the course under individual study.

II. PURPOSE:

The purpose of this policy is to provide guidelines as to when and how credit by examination may be awarded.

III. DEFINITIONS:

- A. Independent Study: A course offered through ASC Extended Studies in which the student works independently under the direction of a faculty member.
- B. Individual Study: A course taken as an on-campus student in which a student completes coursework outside of a regular class under the direction of a faculty member.
- A. Prior Experience: A student's previous learning, both in and outside of an academic setting, which provides them with a knowledge base equivalent to that learned in a traditional classroom context.
- B. Test Out: The opportunity to demonstrate by taking a test that a student has the equivalent knowledge to a student who has completed the course be tested out of.

IV. PROCEDURES:

- A. Students must enroll for the course and pay tuition and fees.
- B. Students must request credit by examination from the instructor of the course.
- C. The instructor must agree that the student's experience qualifies the student to "test out".

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- D. The department chair must approve the request and instructional recommendations.
- E. Grades will be assigned in the same manner as they would be for the class.
- F. If the course is not offered during the term in question the student may enroll for individual studies, provided the instructor is in agreement.
- G. Individual Study form may be found online at www.adams.edu/records through the “Forms” link or at the One Stop Student Services Center located in the Student Union Building. (This differs from independent study/correspondence courses offered through Adams State College Extended Studies.)

V. RESPONSIBILITY:

- A. The student is responsible for enrolling in the course and petitioning for academic credit based on prior experience.
- B. The instructor and department chair are responsible for determining if the student is qualified for such credit and determining the instructional/testing process.

VI. AUTHORITY:

ASC General Catalog 2006-2007

VII. HISTORY:

April 27, 2006

VIII. ATTACHMENTS:

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