

Special Examination for Course Credit

For certain courses a student may have the opportunity to take a special examination for course credit. Course credit may not be granted through special examination for courses previously attempted or resulted in a failing grade or withdraw. Course credit through special examination is only available to currently enrolled, degree-seeking students in good academic standing. Course credit through special examination may be attempted only once per course. Course credit through special examination is posted to the transcript as CR and will not affect GPA. The Special Examination for Course Credit assesses a fee of \$25 per credit hour. Periodically the college will hold workshops designed to prepare the student for Special Examination for Course Credit. Participation in these workshops requires an additional fee. Participation in these workshops is not required to take a Special Examination for Course Credit. Payment of the fee for Special Examination of Course Credit must be made prior to the administration of the exam. No money will be refunded if any examination is failed. The Special Examination for Course Credit form requires the signatures of the Dean of the Division and the Dean of Academic Instruction in addition to the signature of the instructor administering and verifying the completion of the exam. For more information about Special Examinations for Course Credit see the Program Coordinator or Dean of the Division.