

# Pine Technical College

## Policy and Procedure

Policy: 228

Division/Department: Academic Affairs

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Subject: Credit by Examination

Authorities: MNSCU Board Policy 3.15

**Purpose:** To provide students the opportunity to obtain credit for courses or toward a credential through examination or the evaluation of experiential, non-academic learning

### **Policy:**

Pine Technical College may give credit toward program completion for prior work, education and life experiences that are equivalent to the program requirements. Credits received through *Credit by Examination* count toward graduation requirements but are not calculated in the Grade Point average or semester credit completion calculations. *Credit by Examination* credits are not eligible for financial aid or counted for financial aid status. The fee for Credit by Examination is 50% of the current tuition per credit.

### **Procedure:**

Students who are able to demonstrate achievement in the content of a college course may receive credit toward a degree through *Credit by Examination*. Not all courses are eligible for this option, however, and the student must check with the course instructor in order to proceed.

1. Student and course instructor discuss the feasibility of documenting skills and knowledge through test-out, based on the objectives of the course.
2. Student completes the Advanced Standing Application form obtained from Student Affairs or the Advisor.
3. Student must submit the fee (50% of the current tuition) to the business office prior to taking the examination.
4. Once the instructor receives proof of payment and the form signed by the Business Office, they may provide the test.
5. The Instructor submits the form with the grade decision to the Registrar for recording.

Reviewed by Leadership Team: 5/01/06

Reviewed by Faculty Shared Governance: 5/09/06

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Robert L. Musgrove, Ph.D., President