

DAVIDSON-DAVIE COMMUNITY COLLEGE
Students
CREDIT BY EXAMINATION AND JOINT SERVICE TRANSCRIPT
POLICY 5.1.4

I. Credit by Examination

Advance placement is offered to students who, because of their demonstrated abilities, are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in most subject areas which he/she can demonstrate a mastery of theory and practical application. A list of courses and/or subject areas which are not suitable nor allowable for proficiency exams may be obtained from the Registrar's Office.

The following guidelines apply for Credit by Examination requests:

- A.** The student must register for the course for which the credit by examination has been requested.
- B.** Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed if a grade of "C" or higher on the exam is achieved. A grade of CE will be awarded but no quality point value will be assigned. Credit earned by proficiency examination will not be used in determining grade point average (GPA).
- C.** Applicants must be enrolled in a program of study at the College. All prerequisites must be met where applicable.
- D.** Proficiencies may not be approved for Summer Term.
- E.** Tuition and fees paid to take a challenge examination are nonrefundable, regardless of whether credit is awarded.

For credit by examination, full-time students enrolled in sixteen (16) credit hours or more are exempt from additional tuition charges; however, students enrolled in less than sixteen (16) credit hours must pay the Business Office the tuition required by the state for each semester hour credit; this fee is not refundable. A registration form must be completed in the Registrar's Office after approval has been obtained to take a proficiency examination. Fees will be paid in the Business Office. Tuition and fees for credit by examination will not be eligible for financial aid or Veteran's benefits.

II. Joint Services Transcript Evaluation

Joint Services Transcript (“JST”) is an academically accepted document approved by the American Council on Education (“ACE”) to validate a service member’s military occupational experience and training along with the corresponding ACE college credit recommendations. When the College receives an official copy of a JST, the Registrar will review and apply appropriate course credit. The appropriate academic administrator will be consulted if there is need for further discussion regarding proposed course credit.

Adopted: April, 2020

Cross Reference: Policy 5.1.2 - Acceptance of Transfer Students and Credit