

DAVIDSON-DAVIE COMMUNITY COLLEGE

Students

CREDIT BY EXAMINATION AND JST

PROCEDURE 5.1.4.1

I. Procedure

The following procedure will serve as guidelines in making application for all proficiency examinations:

- A.** The following persons will not be permitted to take proficiency examinations.
 - 1.** Persons who have taken the proficiency examination previously.
 - 2.** Persons who have either enrolled in and/or dropped from the course.
 - 3.** Persons who were enrolled in and failed the course.
 - 4.** Persons who have a cumulative grade point average less than 2.5.
- B.** The student should apply to take an examination with his or her advisor by completing the requisite application. The application must include evidence of previous experience or training that indicates probable success on the examination and obtain their signatures.
- C.** The application should be submitted to the Registrar. Application must be made during the drop/add period, and if approved, students are required to register for the exam during the drop/add period and pay tuition for the course.
- D.** Application approval will be forwarded to the appropriate Vice President for instructor assignment. Only full-time instructors may give proficiency exams.
- E.** Upon approval of the application, an examination in theory and practicum (where applicable) will be given.
- F.** After evaluation of the examination by the instructor, test results will be forwarded to the Registrar and the appropriate Assistant Vice President.
- G.** Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining grade point average (GPA) or verification of enrollment.

- H. Applicants must be in a program of study. All prerequisites must be met where applicable.
- I. Proficiencies are not approved for Summer Term.
- J. 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.

Adopted: April, 2020