

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. A proficiency exam may not be taken for a course that has already been completed with an earned passing grade.

Students who believe they have knowledge and skills which exceed the content taught in a given course may request an assessment, in cases when standardized examinations do not exist. To be eligible to take a proficiency assessment, students must provide evidence that demonstrates knowledge, competencies, professional or other non-academic experience related to the subject matter, and meet all course pre-requisites. Methods to be used may include challenge examinations and assessments such as written exams, oral assessments, performances, and portfolios for life and work experiences. Challenge exams and assessments are subject to approval of an academic administrator and are typically administered by the instructor, division chair, or designee. A student may only attempt an examination once.

Students must pay an examination fee for challenge exams, which may vary based on assessment type. Fees for credit by examination are not refundable and are not eligible for financial aid or Veteran's benefits. Developmental, supplemental courses, and courses including clinical practice are not eligible for challenge exams. Career and College Promise students may participate in challenge exams to earn college credit but may not earn dual high school credit. The College shall award credit for the applicable course to a student who successfully earns a minimum passing grade on the challenge exam, based on the program requirements.

## 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

Updated: July, 2023

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

[Legal Reference 1D SBCCC 400.1 \(c\)\(2\)](#)

[Legal Reference 1D SBCCC 400.3\(b\)](#)

[Legal Reference 1D SBCCC 400.8 \(b\)\(1\)](#)

[Legal Reference 1D SBCCC 800.8 \(f\)](#)

[Legal Reference 1E SBCCC 700.6](#)