

APPLICATION FOR CREDIT BY DEPARTMENTAL EXAM

Students may obtain permission to challenge certain courses through departmental examinations in subject areas where CLEP examinations are not available. **Students will not be permitted to challenge courses with laboratory and clinical hours, unless they have had training to work experience equivalent to the requirements of the lab/clinical course.** Students must take the comprehensive exam WITHIN 30 DAYS, from the date the application is approved in order to receive credit. A maximum of 18 semester hours can be earned by any form of credit by exam (departmental, CLEP, ACT, military, etc.)

PROCEDURES FOR OBTAINING CREDIT BY DEPARTMENTAL EXAM:

1. The attached Application for Credit by Departmental Exam (Form 1) must be completed by the student and submitted to the Division Chair of the appropriate department for approval. At this time, the student must present evidence of previous educational training or other related experience to the subject matter in the course to be challenged before permission is granted. Documentation of such experience must be attached to the application packet. The packet then goes to the Admissions Office to obtain approval from the Registrar.
2. Once approval has been indicated (on Form 1) by the Division Chair, the student must then take Form 1 to the Business Office and pay the fee(\$57/hour-In District; \$89/hour-Out of District). A copy of the receipt of payment is attached to the application packet. The packet then goes to the Admissions Office to obtain approval from the Registrar.
3. Once approval is obtained from the Registrar, the student will submit the packet to the assigned instructor and make arrangements to take the exam at a mutually convenient time, within the 30-day deadline.
4. Once the examination is successfully accomplished by the student, the instructor completes and signs the Certification for Credit by Examination form (Form 2), and attaches a copy of the actual examination taken by the student. The completed packet is the submitted to the Admissions office, where the credit will be recorded on the student's transcript.
A completed packet contains:
 - a. Form 1 with evidence/letter of verification of previous training/experience;
 - b. Form 2 with copy of completed exam attached; and
 - c. Receipt of payment of the fee.
5. The Registrar will then forward a copy of Form 2 to the Vice-President for Instruction for authorization of payment to the instructor for administering the exam. Once the VP-Instruction has signed, it will then be forwarded to personnel. The original copy of the packet is placed in the student's permanent record file.
6. Credit for the course will be posted to the student's transcript immediately upon receipt of the Certification for Credit by Examination (Form 2) from the instructor. The student must have an equivalent number of resident hours at HC, before the credit can be applied on the official transcript.

FORM 1

HOWARD COLLEGE

Application for Credit by Examination

Applicant's Name: _____ SS# _____

Course Number and Title: _____

I have attached to my application, documentation to be used as evidence of previous educational training or other experience related to the subject matter in the course to be challenged. I understand that final approval from the Registrar must be obtained before permission to challenge the course is granted. I also understand that I will not be eligible to challenge this course, if I have already been given a grade (other than W) for the same course previously taken in a regular class. An exception to this rule will be granted, if the course is not otherwise available to retake, and is required for graduation. I realize that for each hour of credit earned by examination, I must earn an equivalent number of hours in regular classes.

Signature of Applicant Date

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Student must have permission from the Division Chair. A copy of documentation/evidence of previous training/educational experience must be attached, before approval will be given. If the decision is made by the Division Chair to permit the challenge, the Division Chair will then assign an appropriate instructor to administer a comprehensive exam.

Permission granted: Yes No

If No, give explanation: _____

Signature of Division Chair Date

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ADMISSIONS OFFICE USE ONLY

Comments, recommendations, other input (if any) regarding application:

Approval: _____
Signature of Registrar Date

FORM 2

HOWARD COLLEGE

CERTIFICATION OF CREDIT BY EXAMINATION

Applicant's Name: _____ SS# _____

Course Number and Title: _____

Instructor Certification:

I, _____, certify that _____
(instructor's printed name) (student's printed name)

has _____satisfactorily_____unsatisfactorily completed a comprehensive examination

with a _____passing grade _____failing grade in the course listed above,

and I _____recommend _____do not recommend that credit for the course be granted.

Signature of Instructor Date

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Attach a copy of the actual exam taken by the student, along with receipt of payment, Form 1 and attached documentation of previous related training/educational experience to this form, and submit to the Admissions Office. Once approval has been granted by the Registrar, course credit will be posted on the student's transcript. A copy of this form will be forwarded to the Vice-President for Instruction for approval of payment to the examiner (instructor) in the amount of 2/3 of the total cost of the course/exam.
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Vice-President for Instruction Office Use Only

Please pay _____ the sum of \$_____ for the above certification, preparation and monitoring of the exam for credit by departmental examination for the course listed above.

Comments (if any) _____

Vice-President for Instruction Date

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Admissions Office Use Only

Date course credit posted to the transcript: _____

APPROVAL:

Signature of Registrar Date