

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Procedure for Obtaining Credit Earned by Institutional Examination	<u>Number</u> 203
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

I. Purpose

To establish a procedure by which students may earn college credit or vocational credit by successful completion of a departmental examination, where such an examination exists.

II. Procedure

A student may earn the appropriate college credit or vocational credit upon successful completion of a departmental proficiency examination, where such an examination exists. The student must complete the following procedure:

- A. The student must demonstrate eligibility for the exam by meeting the following conditions:
 1. Student must have a current College application on file in the Admissions Registration Office and must be enrolled at Pensacola State College during the term in which the exam is being requested or have previously completed one term at the College.
 2. The student may not have taken an exemption exam for the course at any previous time.
 3. The student must not previously have earned credit for the course through work at College or through transfer credit.
- B. The student must obtain written permission from the appropriate department head and pay the exemption examination fee at the Bursar's Office. Registration in the course is not required.
- C. The student must complete the examination by the end of the third week of class for a fall or spring term or by the end of the second week of class for a summer term.
- D. A student who successfully completes a departmental exemption exam will be awarded course credit in accordance with institutional procedures for granting credit earned through external means.
- E. The student may elect to register for the course in which exemption exam credit is requested. The student must pay the exam fee, meet all deadlines established here, and satisfy all other registration requirements.

- F. In cases of hardship, a student may request an exception to the required deadlines. The appeal must be made through the appropriate dean or through the Vice President, Academic and Student Affairs. The student must meet all other requirements specified here.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 02/21/2017

