

TABOR COLLEGE

PROCEDURE FOR CREDIT BY EXAMINATION

1. Before a student challenges a Tabor course by examination, the student needs to pay the nonrefundable Challenge a Class Examination fee (see Registration Guide for current rate) in the Business Office or at the TCW Office. At that time the student will be given a Petition for Academic Credit by Examination.
2. After receiving the approval of the Chair of the department in which the course is taught, the student takes the Petition to the faculty member who will be administering the examination.
3. After the exam is given, the faculty member will complete the Petition for Academic Credit and will return it to the Business Office.
4. The Business Office also initiates the payment of \$40 per exam to the faculty member at this time.
5. The Petition is routed to the Registrar's Office at which time the credit (if earned) is applied to the student's transcript. The credit will be given in the term that the exam was completed. All Credit by Exams will be graded Credit/No-Credit (CR or NC) with no impact on the student's GPA. Students earning a C- or higher will receive credit and the course will be entered on the transcript with a grade of CR. There will be no transcript entry for exams not passed.
6. Departmental exams must be taken in lieu of registration for the course and may not be used as repeated courses.

Exceptions:

Some of the requirements in the General Education core can be met through competency examinations: Computer Literacy or Math Competency. The examination fee will NOT be assessed for GE competency exams. If a student wishes to demonstrate competency to have a requirement waived, no credit is given and no tuition is charged. However, if a student desires credit for the course, a more extensive exam may be required and the regular steps for Credit by Exam outlined above must be followed. The Faculty member does not receive compensation for GE competency-only exams but students must take them on regularly-scheduled days.