APPLICATION FOR CREDIT BY DEPARTMENTAL EXAM

Students may obtain permission from division director 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 and can show proof of documented training or work experience equivalent to the requirements of the courses. Students must take the exam WITHIN 30 DAYS from the date the application is approved in order to receive credit. Cost of the exam will be the current tuition rate per semester hour. Students should contact the appropriate instructional administrator to begin this process.

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. Cost of the exam will be the current tuition rate per semester hour. 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 then 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 for the exam

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

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

ADMISSIONS OFFICE USE ONLY

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

______________________________

______________________________

Signature of Registrar

Date

Revised 8/2020
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

+-----------------------------------------------------------------+
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

+-----------------------------------------------------------------+

Admissions Office Use Only

Date course credit posted to the transcript: __________________________________________

APPROVAL: 

_________________________________________
Signature of Registrar              Date