



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Credit by Examination
Number: 3.2.10.1

Responsibility: Academic Affairs
Last Updated: October 10, 2023
Related Policy: 3.2.10 Credit by Examination

President

Purpose:

The purpose of this procedure is to provide general guidelines for the awarding of college credit for the demonstration of significant post-secondary educational achievement through an examination process.

Procedure:

Credit by Examination Rules

1. Credit may be granted if a student can present evidence of the completion of a course or its equivalent for which credit is requested but for which the student cannot receive transfer credit. The evidence must include the result of an appropriate examination, written report, or demonstration. Credit by examination must be approved by the appropriate School Dean and is dependent on the submission of acceptable documentation.
2. A student will not be able to seek credit by examination if any of the following apply:
 - a. when credit for an equivalent course has been awarded,
 - b. for a course which was previously audited,
 - c. for a course that has been previously attempted unsuccessfully,
 - d. for a course that has been previously completed successfully, or
 - e. for a course that was failed through a prior credit by exam attempt.
3. Official transcripts or reports of examination scores must be on file at the College before credit is granted.
4. The grade of "E" is awarded for all credits earned through the credit by examination process; grades of "E" do not affect the student's Grade Point Average (GPA).
5. A minimum of 25% of credits required for a degree, diploma, or certificate must be earned through instruction at the Technical College of the Lowcountry.

Credit by Exam Methods:

Credit by exam may be earned through two methods.

1. Standardized Tests:

- a. Standardized tests such as CLEP (College Level Examination Program), Dantes Subject Standardized Tests (DSST), Subject Standardized Tests of the Defense Activity for Non-Traditional Educational Support (DANTES), formerly the United States Armed Forces Institute (USAFI), and Excelsior College Examinations (ECE), will be accepted with examination scores meeting or exceeding the approved scores recommended by the American Council on Education (ACE).
- b. Advanced Placement (AP) Tests will be accepted for scores of 3 or higher.
- c. International Baccalaureate Higher Level (HL) examinations will be accepted with examination scores meeting or exceeding the approved scores established by the College.

The college will award credit without regard to the age of the examination except in those cases where Schools have established time limits for particular programs.

A list of approved CLEP, Advanced Placement, IB, and DSST examinations is printed in the TCL Course Placement Guide.

2. Credit by Challenge Exam (Local):

- a. With the approval of the appropriate academic School Dean, a course or selected courses offered by the college, can be challenged for credit by examination by a currently enrolled student who has declared a major.
- b. A student who wishes to participate in a challenge examination must schedule an appointment with the School Dean and appropriate program faculty member to determine eligibility. It is the responsibility of the student to provide necessary documentation. School Deans give approval based on demonstrated experience such as a significant accumulation of non-credit courses in an appropriate field or significant on-the-job experience in a field related to the course being challenged.
- c. Challenge examinations may not be approved for coursework included in programs that have specific attendance requirements.
- d. A student who is approved to take a challenge examination must pay a fee equivalent to one-half the current charge for the course being challenged. All fees must be paid before the student is able to take the exam.
- e. The School Dean and/or appropriate faculty will administer a summative evaluation of the student's work for the course being challenged.
- f. The School Dean will complete the Credit by Examination form indicating the course(es) for which credit is to be awarded, attach the results of the examination, and submit the form to the Registrar's Office.
- g. Credits will be posted to the student's official record and all documentation will be filed in the student's record.