



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Credit by Examination
Procedure Number: 07-2003-0029
Board Policy Reference: I.B.

Accountable Administrator: Vice President Student Affairs
Position responsible for updating: Registrar
Original Date: November 1972
Date Approved by Cabinet: 03-12-13
Authorizing Signature: *Signed original on file.*
Dated: 03-12-13
Date Posted on Web: 03-21-13
Revised: 03-13
Reviewed: 09-13

Purpose/Principle/Definitions:

Blue Mountain Community College acknowledges that students learn in many different ways and through a variety of experiences, both in and outside of the classroom; therefore, the college has instituted Credit by Examination (CBE).

Guidelines:

Currently enrolled students may obtain credit for certain courses by satisfactorily passing a comprehensive examination or series of examinations. Arrangements to do this are made through the Office of Instruction. Not all courses are eligible for CBE. A list of eligible courses will be listed in the Academic catalog each year, and can be obtained from the Office of Instruction.

A fee will be charged for this service. This fee is in addition to any other fees the student may have paid and must be paid in advance of taking the exam(s). Students will be limited on the number of CBE credits. This limit will be based on the certificate or degree the student is pursuing and in accordance with accreditation standards and allowances.

Students wishing to pursue the CBE option must indicate whether they will take the exam for a grade (A, B, C, D, or F) or as Pass/No Pass. They must make the decision at the time they apply to take the exam and may not change their decision once the exam has been taken. The course will be placed on the student's official BMCC transcript with a "(CH)" beside the course. Before making the decision to challenge a course, students should be aware that credits earned by this manner may or may not

transfer to another college or university and should check with the school they plan to transfer to confirm whether the credit will be accepted.

If the student chooses to enroll in the class at a later date, it will be treated as any other repeated course. Students may challenge a course only once.

The student should initiate the process by obtaining a CBE form from BMCC's Web-site, or Office of Instruction. Once the student has completed Section I, the form should be given to the Office of Instruction to verify that the student is currently enrolled, the course they would like to challenge has been approved as a CBE option, and for approval and designation of who will be in charge of the exam. The student will then pay the fee at the any BMCC location. Once the fee has been paid the Office of Instruction will be notified to set the date, time, and location of the exam and will notify the student of same. Only then should the exam be administered. Additional instructions are on the CBE form.

It is the responsibility of the instructor administering the exam to verify the identity of the student taking the exam; to maintain a record of the exam, date administered, and grade assigned; - and to submit the completed Credit by Examination form to a BMCC center location. Instructor should ensure that the form is completely filled out and signed. Grades will not be processed without appropriate signatures. The CBE form will be retained by the Registrar's Office.

Special Forms:

Credit By Examination form