A. Purpose

To provide procedures where a student may receive course credit for competencies acquired through work experience or other non-academic experiences.

B. Responsibility

1. The student is responsible for requesting credit by examination.

2. The instructor, in partnership with the department chair and divisional dean, is responsible for granting or denying the request for credit by examination.

3. The department chair is responsible for arranging with the instructor the examination to be given.

4. The instructor is responsible for keeping records of the examination, obtaining the signatures of the department chair and divisional dean, and reporting the results to the Office of Student Registration and Records.

5. The Director of Student Registration and Records is responsible for placing credit earned by examination on the student's academic record.

C. Procedures

1. Students must be registered and have paid all fees for the class for which they are requesting credit by examination.

2. The instructor and department chair accept or deny the request for credit by examination.

3. The examination must be administered by the 10% point of the class and may be taken only once.

4. Successful completion of the examination will be reported to the Director of Student Registration and Records using the Credit by Examination form. Unsuccessful completions will be maintained by the instructor. Students who fail the credit by examination test will continue in the course.

5. A grade of “CE” is assigned for successful credit by examination on the student's academic record.
6. Only hours earned for credit are recorded. Quality points will not be awarded. A grade of “CE” is not used in computing a student’s grade point average.

7. Credit by examination will be applied toward graduation requirements.

8. Credit by examination cannot be earned for classes numbered less than 100.

9. A student may not request credit by examination for more than 18 credit hours.

10. Because of the nature of the Emergency Medical Services (EMS) program, students enrolled in the EMS program are exempt from the College’s policy on maximum “CE” credits.

11. Students who receive any type of financial aid should consult with the Office of Financial Aid before attempting credit by examination.

D. Advanced Placement

A student may be granted credit for advanced placement by presenting scores on the College Board Advanced Placement Examination. The results of the Advanced Placement Examinations should be sent to the Office of Student Registration and Records by the Advanced Placement Program. Students may request their transcripts from the Advanced Placement Program by sending a letter or calling the AP program. The address and phone number are listed below:

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Advanced Placement Program
P.O. Box 6671
Princeton, NJ 08541-6671
Telephone (609) 771-7300
Fax (609) 530-0482
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E. College Level Examination Program (CLEP) Credit

College level credit is awarded for students who provide official CLEP results to the Office of Student Registration and Records from the College Board. Scores of 50 or above on subject examinations are required for college credit. (No credit is given for the general examination.) CLEP scores older than five years are not considered for transferred credit. For further information on CLEP, contact:
F. College Tech Prep

1. In order to receive college credit for high school courses through the College Tech Prep program, students must receive a grade of “B” or higher in the designated high school course, receive a raw score of 80 or higher on the standardized VoCATS post-assessment, and must enroll at Gaston College within two years of their high school graduation date.

2. The official high school transcript and all official standardized VoCATS post-assessment scores must be received by the Office of Enrollment Management and Admissions to be considered for college credit. Further information on the College Tech Prep Program can be found at www.gaston.edu.