

ADMINISTRATIVE RULE NO: 4020-03
RELATED TO POLICY SERIES NO: 4020

TITLE: CREDIT BY EXAMINATION

- A. Any courses approved to be taught by Linn-Benton Community College may, at the discretion of the division director, be eligible for credit by examination through either a locally prepared examination or an equivalent subject matter CLEP examination.
- B. A master list of courses offered through credit by examination is updated annually by each college division.
- C. All locally prepared examinations and competency requirements must be on file in the college's Student Assessment Center one term prior to being offered. Each examination will be checked for reliability and validity.
- D. Examinations will be administered by the Student Assessment Center. Skill testing in specific disciplines must meet the competence requirement on file in the testing area for the specific course.
- E. Each course available through credit by examination shall have a published summary of course content and reference material.
- F. A student must apply for credit by examination during the first two weeks of a term. Forms are available in the Registration Office. The credit by examination processing fee must also be paid at that time.
- G. The examination must be completed by the end of the seventh week. The fee is non-refundable and is not transferable to another term.
- H. The Student Assessment Center will notify the student with results of the examination within two weeks of completion. Results of skill testing done by a department will be forwarded to the Student Assessment Center for processing.
- I. The Registration Office will provide the Student Assessment Center with a grade sheet at the end of each term.
- J. The Student Assessment Center will return the completed grade sheet to the Registration Office at the end of each term.
- K. The Registration Office will include the grade information on the student's quarterly grade report and record it on the student's college transcript.

DATE OF ADOPTION: 08/13/84

DATE(S) OF REVISION(S):