



**Policy 3.38**  
**Course Test-Out Procedure**  
Reviewed 9/2015

Course test-out and grading system (P/F or A, B, C, D, F) is at the discretion of departmental instructors at the College. Test-outs must be taken within the drop/add period for courses above 1000. Whenever possible, test-outs will be given to groups on specific, assigned days/times.

To earn credit, the student must pay the tuition and assessed fees for the course as well as the administrative costs of the test. A student may not earn credit by examination for courses with lower numbers or at a lower skill level than one already passed.

Students who fail the examination must take the course to receive credit. There will be no additional charge to take the course if it is done the same semester as the attempted test-out.

**Additions to the Procedure:**

- 1. A \$25 per credit, non-refundable administrative fee will be charged for each test taken.**
- 2. Students may only attempt to test out of a course that is being offered in the current semester.**
- 3. Students who wish to test-out must do so during the drop/add period.**

*Review/Revision History:*

*Reviewed and Approved through AASC 9/20/06*

*Reviewed through Shared Governance on 4/12/11*

*Reviewed through Shared Governance on 9/16/2015*