Course test-out and grading system (P/F or A, B, C, D, F) is at the discretion of departmental instructors at the College. A student may not earn credit by examination for courses with lower numbers or at a lower skill level than one already passed.

To earn credit, the student must pay the tuition and assessment fees for the course as well as the administrative costs of the test.

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. Students must meet with an advisor and instructor.
2. An additional $25 per credit, non-refundable administrative fee, will be charged for each test taken.
3. Students may only attempt to test out of a course that is being offered in the current semester.
4. Students who wish to test-out must do so during the drop/add period.
5. Students may only attempt to test out of a course that is being offered in the current semester.

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 Revised and Reviewed through Shared Governance on 8/21/2019