

BETHUNE-COOKMAN UNIVERSITY

Credit by Examination



BETHUNE-COOKMAN UNIVERSITY

Policy:
Credit By Examination

Date Revised:

Policy #

Office Responsible:
Office of the Registrar

Policy

Students desiring credit for a course through examination must contact the department chair of the area which offers the course. **SOME COURSES ARE NOT AVAILABLE FOR CREDIT BY EXAMINATION.**

Credit may be earned for no more than two courses through CREDIT BY EXAMINATION.

If the course in question is available for Credit by Examination and approved by the department chair, the student follows the following steps:

1. The student makes arrangements to take the examination (date, time, place, who will be administering the exam) with the department chair.
2. The student picks up the Credit by Examination Form from the Student Success Center.
3. The student goes to the Office of Student Accounts to determine the cost for the class which is based on the number of credit hours. The student then goes to the Cashier's Office to pay for the examination.
4. The student takes the form and the receipt, showing that the examination has been paid, to the department chair or instructor administering the examination. **NO EXAMINATION IS TO BE ADMINISTERED WITHOUT PROOF OF PAYMENT.**
5. The student takes the examination and leaves all paperwork with the instructor. **IF THE EXAMINATION IS FAILED, THE STUDENT LOSES THE PAYMENT FOR THE EXAM.** Credit by Examination earns only credit Hours. The grade is not calculated in the student's grade point average.