

Institutional Exemption Exam

For students with previous knowledge and skills acquired through experience or other means, credit may be obtained for certain specified courses by demonstrating mastery of the subject through written and/or performance exams. A student may receive course credit by passing an institutional exemption exam. The exam validates the competencies and skills the student would obtain through enrollment in the course.

The following conditions govern credit by exemption exam:

- Student may not be currently enrolled in the class for which exemption is attempted.
- An exemption exam may not be attempted during the same term for which the student withdrew from the course he/she is attempting to exempt.
- Credit by exam is prohibited for any course in which a grade of "D" or "F" has been earned by the student.
- An exemption exam can be taken only once.
- No more than 23 semester credit hours may be earned by institutional credit exam.
- Payment of the applicable exemption exam fee must be made prior to taking the exemption exam (25% of course tuition). Charges for the exam are nonrefundable and are not covered by financial aid.
- No fee shall be charged to students taking an exam to validate competency following completion of required modules in a learning support class.