



## **CREDIT EXAMINATIONS**

Any Delgado student who believes he/she is qualified by experience, previous training, or non-credit coursework may request credit by examination. A student who wishes to apply for credit by examination should contact the Division Dean of the student's major.

Specific policies and procedures have been established for the granting of college credit from non-traditional sources:

### **Credit Examination Policies:**

1. The general policies concerning credit from non-traditional sources are applicable.
2. A non-refundable fee of \$10.00 per credit hour is charged prior to administration of the examination.
3. Administration of Credit Examinations must be completed by midterm.
4. To pass a Credit Examination, a student must demonstrate a minimum proficiency of 75% of all the competencies for the course.
5. A student who intends to use credit by examination to meet degree requirements of another institution should check the requirements of the receiving institution.
6. A student who wishes to take a Credit Examination for a by-passed course must take the examination by midterm of the semester in which the student is enrolled in the more advanced course.
7. A student who fails to meet the minimum proficiency (75%) on the Credit Examination will be administratively dropped from the sequential or higher level course. No refund will be granted.
8. Credit Examinations are approved by the Division Dean of the course and the Division Dean of the student's major.
9. Credit Examinations are available only in courses offered at Delgado Community College.
10. A student may apply for credit by examination only twice in the same course.

11. A student may not take a Credit Examination in a credit course
  - in which he/she has been or is currently enrolled, or
  - which he/she has completed at any college.
12. A student who receives Academic Amnesty may request a Credit Examination for any course completed prior to receiving Academic Amnesty. A grade of “C” must have been earned in the course when it was taken prior to the granting of Academic Amnesty.
13. A student may not take a Credit Examination for a course he/she has audited.

**NOTE: Credit Examination grades must be reported to the Registrar’s Office by the Division Dean of the course no later than two weeks after midterm of the Spring/Fall semester.**

**Application for Credit Examination Procedures:**

- STEP 1. The student requests an [Application for a Credit Examination \(Form 1434/001\)](#) at the office of the Division Dean of the student’s major. Current enrollment is verified by the Dean.
- STEP 2. The Division Dean of the student’s major reviews the student’s request. If the request is approved, the Dean signs and sends the application to the Division Dean of the course; if the request is denied, the application is sent to the Registrar’s Office to be placed in the student’s file.
- STEP 3. If the Division Dean of the course approves the request, the student is sent to the Bursar’s Office for fee payment. If the request is denied, the application is sent to the Registrar’s Office to be placed in the student’s file.
- STEP 4. The Bursar’s Office, upon payment, completes Part 3 of the form and stamps the Credit Examination form “PAID.” The form is returned to the student.
- STEP 5. The student takes the form to the Division Dean of the course for test scheduling. Once payment is verified by the Dean, the test is scheduled.
- STEP 6. Once the test is completed and scored, the form is forwarded by a school official to the Registrar’s Office for processing.

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***Policy Reference:***

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***Approved Updates:***

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