



## **COURSE CREDIT BY EXAMINATION POLICY**

(AA-8/23)

Glenville State University recognizes that some students may have acquired college-level learning through work or other life experiences. The University offers these students the option of receiving credit for specific courses through the taking of comprehensive examinations. Students interested in taking an examination to qualify for credit for a specific course should contact the chairperson or Dean of the department offering the course.

The following policies apply to the awarding of credit for by examination.

- A grade of “CR” will be awarded for a course for which credit is to be awarded by examination.
- Credit examinations must be read by two members of the full-time faculty in the discipline to which the credit is to be applied. One of the two may be the department chair. When the assessments of the evaluators differ, the examination will be assessed by a third member of the faculty.
- Students may take a credit examination for a specific course only once.
- Students may not take a credit examination for a course for which they previously received a grade of “F”, “FIW” or “NC”.
- Students enrolled in the class they are seeking credit by examination for may take the examination only through the fourth week of a full session class or through the second week of a first or second session class during the fall or spring semesters. Students may take the credit examination only through the second week of a summer term. Students not enrolled in the course for which they are seeking credit by examination may take the examination at any time.

Credit examinations will be administered only after the department chair approval and payment of the administration and transcription fee by the student.

Credit will be awarded only after passage of the examination has been certified by the evaluators and the chief academic officer and the completed report is filed with the Registrar’s Office.



## COURSE CREDIT BY EXAMINATION

(AA-8/23)

Following is a list of courses for which students may receive academic credit by successfully passing a Course by Challenge exam. Students will need to initiate the exam process through the academic department in which the course is offered. If a student feels a course not listed should be available by exam, they should consult the course instructor and department chair.

### **BUSINESS**

BUSN 100 – Introduction to Business  
CSCI 101 – Computing Concepts

### **CRIMINAL JUSTICE**

None

### **EDUCATION, HEALTH AND PHYSICAL EDUCATION**

PED 201 – First Aid and Safety

### **FINE ARTS**

ART 200 – Survey of Art  
ART 270 – Digital Media  
FNAR 100 – Introduction to Fine Arts  
MUSC 180, 181 – Class Instruction in Piano I and Class Instruction in Piano II  
MUSC 280, 281 – Class Instruction in Piano III and Class Instruction in Piano IV

### **LAND RESOURCES**

ENVR 101 – Introduction to Environmental Science  
ENVR 255 – Health & Safety  
FRST 214 – Fire Protection  
LAND 121 – Introduction to Land Surveying  
LAND 243 – Intro to Drone Technology  
NRMT 125 – Computer Assisted Mapping  
NRMT 234 – GIS Applications I

### **LANGUAGE AND LITERATURE**

CART 101 – Introduction to Public Speaking

### **SCIENCE AND MATHEMATICS**

MATH 106 – Finite Mathematics  
MATH 115 – College Algebra  
MATH 120 – Precalculus  
MATH 230 – Euclidean Geometry for College Students

### **SOCIAL SCIENCE**

None



**COURSE CREDIT BY EXAMINATION  
REPORT FORM**  
(AA-3/24)

**STEP 1: Complete the top portion and submit to the Registrar's Office for review.**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ GSU ID# \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

**Requested examination for:**

Course and Title: \_\_\_\_\_ Credit Hours \_\_\_\_\_

Registrar's Office: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 2: If eligible, form needs submitted to the associated academic department/instructor.**

Exam will be administered by: \_\_\_\_\_

Department Chair/Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 3: Take form to the Cashier's Office and pay the administration and transcription fee.**  
*(must be paid prior to taking the examination)*

Fee is \$40.00 per credit hour. Amount Due: \$ \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Paid Cashier's Office signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 4: Take form to individual administering the exam.**

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Examination Result:  Passed Examination  Failed Examination

**STEP 5: Submit form to the office of Academic Affairs.**

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 6: Submit form to the Registrar's Office.**