

CREDIT BY EXAM PROCEDURES AND GUIDELINES

Credit By Exam is currently available for CIS 110 and WEB 110. If you are interested in taking a credit by exam, you must register for the course, be enrolled in a curriculum program and not have exceeded the hours allowed for credit by exam.

Request a Credit By Exam application/form from your instructor, complete it and have the Student Records Office (Phail Wynn Student Services Center, room 1202), complete the bottom left portion of the form to verify you meet the above requirements. Bring your completed application with you to the exam. If the form is not completed, you will not be permitted to take the exam.

The exams will be administered within the first two weeks of class; once during the day and once during the evening, to accommodate students following day and evening plans of study.

For Fall 2009, CIS 110 and WEB 110 are scheduled for:

Friday, August 21, 12:00 - 2:00 PM, Tech 976
Tuesday, August 25, 6:00 - 8:00 PM, Tech 965
Thursday, August 27, 1:00 – 3:00, Tech 974

Please be on time for the exam. Once the exams begin, you will not be allowed to take the exam. You will be allowed to take one exam per exam time.

You will need a score of 85 to pass a credit by exam. CIS 110 and WEB 110 Credit-By-Exam requires a pre-test in which an 85 on the pre-test makes you eligible to take the actual credit-by-exam (post-test). Both are administered in the same sitting.

If you pass the credit by exam, you will receive a grade of "CE" (Credit by Exam) for the course. You will be notified within two working days after you complete the exam if you passed the exam. If you pass the exam, the instructor for the section you are taking will be notified that you are to receive the grade of "CE". If you pass the exam, **DO NOT DROP THE COURSE**. You need to remain on the roster to receive credit for the course.