

**PURPOSE** The credit by examination program shall provide an opportunity for students to complete special examinations in order to establish credit for certain specified courses.

**PROCEDURES** Procedures for earning credit by examination shall be as follows:

1. Subcommittees of the Curriculum and Instruction Committee shall recommend to the Curriculum and Instruction Committee courses in their respective divisions or program areas for which credit by examination may be earned. The recommendations shall include the title of the specific examination to be used for each course and the satisfactory scores for each examination. Additional information such as a sample examination, standards of proficiency, or a description of skills that the subcommittee deems appropriate may also be included.
2. The Curriculum and Instruction Committee shall recommend to the college president those courses that they feel credit by examination should be established and the title of the specific examination and satisfactory score for each course.
3. Credit by examination may be awarded students who earn satisfactory scores on specific tests and upon successful completion of six credit hours at the college.
4. Students shall make application to take credit by examination on appropriate forms secured from the counseling office. An examination fee will be paid by the student when the application is submitted. Each application shall be recommended by a counselor or faculty member, and endorsed by the appropriate division chair. The director of counseling and testing shall specify the person to administer the examination.
5. The person who administers the examination shall certify the results of the examination and return it to the counseling and testing office. The counseling and testing office shall notify the student of the examination results and will also notify the registrar's office in order for credit to be recorded on the student's permanent record.
6. When locally developed and administered tests are used, the examination fee shall be \$20 per semester hour of credit.

7. Full-time teaching personnel and division chairs (except staff members) may be compensated for grading at the rate of \$20 per examination. Exceptions to this rate must have the approval of the president.

Regulations governing credit by examination are as follows:

1. Up to a maximum of 24 credit hours may be earned by a student by examination. Deviations in exceptional cases may be granted upon recommendation of the appropriate division chair and dean of instruction, and approval of the president.
2. A student who wishes to satisfy course prerequisites by examination must complete the examination satisfactorily before registering for advanced courses except with special permission of the vice president, academic and student affairs.
3. Examination for credit for any single course may be retaken only once. Any retake cannot be scheduled sooner than 30 days following the date of the initial attempt.

Brazosport College restricts credit to courses that are applicable to programs offered at Brazosport College, or accepts course credit from regionally accredited institutions for courses not offered at Brazosport College as a general academic elective.

Brazosport College accepts freshman and sophomore level course for transfer to meet degree requirements from in-state regionally-accredited colleges. Technology courses that are not in the Workforce Education Manual from in-state colleges and out-of-state courses are reviewed by the Curriculum and Instruction Committee to ensure that course work is at the same level and includes the same outcomes as Brazosport College courses. Courses that are at the same level with the same outcomes are recommended as substitutions in the degree by the Curriculum and Instruction Committee and approved by the college President.

#### TRANSFER OF UPPER DIVISION COURSES

For upper division courses in the College's applied baccalaureate degree programs, Brazosport College accepts courses for transfer from regionally accredited colleges and

INSTRUCTIONAL ARRANGEMENTS:  
CREDIT BY EXAMINATION

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(LOCAL)

universities. Both in-state and out-of-state upper-division courses must be at the same level as institutionally offered upper-division coursework, demonstrate equivalent student learning outcomes, and be taught by faculty with appropriate credentials. The Bachelor of Applied Technology Admissions Committee composed of the Registrar, Dean of Instruction, and the Division Chair of Baccalaureate Programs, evaluates the transcripts of every program applicant and makes a determination on the applicability of transfer credit based upon the aforementioned criteria.

CREDIT FOR  
NONCREDIT  
EXPERIENCES

Brazosport College does not grant credit for experiential learning or professional certifications.