

# Pennsylvania College of Technology

## Procedure Statement

**Title:** Advanced Credit: Credit-by-Exam      **Number:** PR 4.41.02

**Approved by:**  
Presidential Action

**Approved Date:** 02/2002  
**Last Review Date:** 11/2024  
**Last Revision Date:** 11/2024

**Persons/Departments Affected:**

Academic School Offices, Faculty, Registrar's Office, Undergraduate Students, Bursar's Office

**Responsible Department:**

Academic Affairs

**Definitions:**

Advanced Credit: credit designed to recognize undergraduate students' scholastic achievement attained prior to entering Penn College. This option creates the opportunity for students to begin their college work at a higher level in either the subject in which they received advanced credit or a related subject.

Credit by Exam: available for courses numbered at the 100 and 200 level, credit by exam offers undergraduate students the opportunity to earn credit by successfully completing a scored assessment of the student's knowledge and skills that are equal to the learning objectives for a specific course. Programmatic accreditation standards and requirements may limit the eligibility of certain courses for credit by exam.

**Procedure:**

- I. Undergraduate Student:
  - A. Indicates to the appropriate academic school administrator, in writing, 100- and 200-level course(s) listed in the College Catalog that they wish to challenge by exam, providing a brief rationale for the request.
  
- II. Academic School Administrator:
  - A. Checks the undergraduate student's record to determine if:
    1. the student was not previously enrolled in the course;
    2. the student is currently registered; and
    3. sufficient time remains to complete the process prior to the end of the second week of classes if the student is challenging a course in which they are currently enrolled. In this instance, the school

administrator may recommend consideration for a refund policy waiver.

- B. Determines if the course is eligible for credit by exam based on programmatic accreditation standards and requirements.
  - C. Confers with the appropriate instructor of the course involved, who:
    - 1. verifies the validity of the request based on the student's rationale; and
    - 2. provides the evaluation instrument and performance criteria.
- III. Undergraduate Student:
- A. Pays the nonrefundable Credit-by-Exam fee at the Bursar/Student Accounts Office prior to administering the exam and receives an official receipt.
  - B. Submits the official receipt to the academic school.
- IV. Academic School Administrator:
- A. Directs that the appropriate exam be administered to the undergraduate student and verifies that the exam is evaluated.
    - 1. Standard exams may be administered by an academic school staff designee or designated instructor, and appropriately evaluated.
    - 2. Exams for courses not often challenged will be individually prepared and evaluated by a designated instructor with expertise in the subject area.
  - B. Completes the *Advanced Credit Verification* form (official internal use only) and submits it, along with the official receipt, to the Registrar's Office.
- V. Registrar's Office:
- A. Records the advanced credit on the College transcript upon notification of approval from the academic school.
  - B. Scans the *Advanced Credit Verification* form for electronic storage within the student's permanent academic record.
- VI. Credit-by-Exam can be taken only once per course and cannot be used to remove an earned letter grade.
- VII. The Registrar's Office will remove advanced credit from student's transcript if student does not matriculate.

**Revision History:**

- Date: 11/2024 Updated to reflect new terminology and process associated with student information system conversion. Once reviewed and added to student transcript, advanced credit will be removed by Registrar's Office if student does not matriculate.
- Date: 08/2022 Added language to address that programmatic accreditation standards and requirements may limit eligibility for credit by exams for some courses.
- Date: 08/2017 Modified language to clarify placement of credit earned through credit-by-exam; modified definitions; defined that the policy applies only to undergraduate students.
- Date: 09/2014 Updated process to reflect current practice; clarified use of the Advanced Credit Verification form as internal only.
- Date: 03/2014 Minor editorial changes; added advanced credit definition; revised related procedure title
- Date: 07/2011 Changed to new template; editorial changes

**Cross References:**

- Advanced Credit Policy, [P4.41](#)
- Advanced Credit: Competency Assessment Procedure, [PR4.41.01](#)
- Advanced Credit: Work/Life Experience Procedure, [PR4.41.03](#)
- Advanced Credit: Advanced Placement (AP)/International Baccalaureate (IB)/College Level Examination Program (CLEP) Procedure, [PR 4.41.04](#)