

In disciplines where no CLEP or AP exam is accepted by Virginia Western, locally developed department “challenge” exams may be a means of earning college credit for prior learning by demonstrating satisfactory academic competency in a particular subject.

In order to be eligible for credit-by-exam, the student must be admitted to the college in a program of study, and the request must be made with at least two weeks prior notice of the requested exam date. Requests for department exams must be submitted to the appropriate academic office. Credit by exam is not available for all courses at the college.

Each departmental examination may be taken only one time for a course, and the student must attain a grade of “C” or higher in order to receive credit for the examination. An exam may not be used to remove or to improve a grade already earned. In addition, a student may not challenge a lower level course in a subject which he/she has previously earned credit. Credits awarded by challenge exam may apply toward graduation requirements and will become part of the student’s permanent record. However, the grade earned on the exam will not be calculated into the student’s cumulative GPA. The grade earned on a department exam will be recorded on the student’s official transcript. There is no charge for the challenge exams.

Credit by exam will not transfer to other Institutions.

Student’s Name

Student ID (Required)

Course #: _____ Course Title: _____ # Credits: _____

GRADE: A B C P T (used for certain certifications)

Instructor / Advisor Signature

Date

Academic School Dean Signature

Date

Registrar Signature

Date

Date Recorded: _____ Initials: _____ 09/2023