



Test Out Subject Competency Procedure

Course credit may be awarded on the basis of CBC subject competency examinations according to the following policies and procedures.

- Credit may not be acquired in any course, or its equivalent in which a student has been previously enrolled for credit, nor for a subject in which the student has earned credit in a more advanced course.
- No credit by examination is applicable until an equivalent number of hours of credit in residence **at CBC** have been earned.
- A subject competency examination will be given only under certain circumstances. A student should have obtained, either through academic preparation or experiences, competencies equal to those ordinarily attained through completing a particular course.
- Credit by examination is not permitted for university transfer lab courses.
- Credit by examination is not available for all courses.
- A Test Out Subject Competency Petition form must be approved by faculty, advisor, the chair of the division in which the course is offered, and the Dean of Academics or the Dean of Workforce.
- Satisfactory performance with a grade of "C" or better on the examination will earn credit for the course and a grade of "CR" will be transcribed. The instructor will note the grade on the Test Out Subject Competency Petition form and route according to form requirements.
- There is no requirement for enrolling in a higher level course in the same subject after receiving credit by examination unless program requirements require higher level course(s).
- See Other Charges for Services for semester credit hour charges applied to transcript subject competency test out.
- CBC subject competency exam fees start at \$25 and vary based on course requirements.

Test Out Subject Competency Petition Process

- Complete Petition and attach evidence of meeting the minimum requirements for testing out of the course.
- Obtain approvals from: Faculty, Advisor, Division Chair/Director, and the Appropriate Dean.
- Pay Test Out Fee at the Business Office.
- Take Petition and Business Office receipt to Faculty or Testing Center, whoever will administer the exam.
- Upon completion of exam, faculty will note the grade on the Petition and route to the Business Office for Course Credit or the Registrar's Office for Course Competency.
- For Course Credit to be transcribed to the CBC transcript student will pay the Credit-by-Exam Test fee at the Business Office. The Business Office will route the form to the Registrar's Office.
- For Course Competency the student pays no other fees. The Registrar's Office will note Subject Competency on the CBC transcript.