



**Title:** Credit by Examination  
**Effective Date:** May 15, 2007  
**Date of Last Revision:** May 15, 2007  
**Review Date:**  
**Cancellation:**  
**Office:** Instructional Services (IS 100)

***Credit by Examination***

Louisiana Technical College (LTC) defines credit by examination cost and procedure. This policy affects students throughout the LTC.

*Policy Reference:* LTC Policy #IS1930.171 Non-Traditional Credit  
LTC Policy #IS1930.152 Grade Symbols and Designations  
LTC Form # IS100.9 Credit by Examination

*Review Process:*

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

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James R. Sawtelle III  
Vice President for Career and Technical Education



*Credit by Examination*

**Procedures and Specific Information**

**126.1 SCOPE**

Credit by Examination (Course Challenge Exam) measures mastery of course content and may be taken in lieu of a course **if** the student can provide sufficient evidence of the probability of success on the exam. Sufficient evidence may be in the form of relevant work experience, previous coursework, and so forth. Credit by examination may include both written and skill performance, and it is developed, administered, and scored by faculty who teach the course.

**126.1.1** An administrative fee must be assessed to the student prior to sitting for the examination.

**126.1.2** A student must receive a score of 80% or higher to be assigned a grade of “P” for the course. Note: The actual grade earned on the challenge exam by Practical Nursing students will be posted on the transcript that is submitted to the LSBPNE.

**126.1.3** The “P” grade will apply toward the requirements of the program, but, will not be calculated in the student’s grade point average.

**126.1.4** Students who score less than 80% will not receive a passing grade and must enroll in the course.

**126.2 ELIGIBILITY and REQUIREMENTS**

**126.2.1** Applicants/Students may attempt a Credit by Examination once per course and will not be eligible to challenge courses already attempted.

**126.2.2** All Credit by Examinations must be completed and forms submitted to the Student Affairs Office one week prior to the date grades are due.

**126.2.3** Students cannot be currently enrolled in the course they wish to challenge.

**126.2.4** Credit by Examination is non-traditional credit and therefore subject to the college’s Non-Traditional Credit policy. Note: A student may use a maximum of 30 non-traditional credit hours toward an Associate Degree or Technical Diploma and a maximum of 12 non-traditional credit hours toward a Certificate of Technical Studies.

**126.2.5** Fees must be paid prior to administering the test.

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