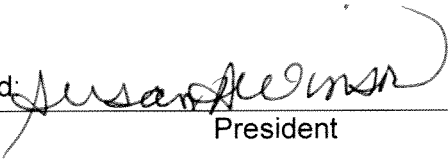
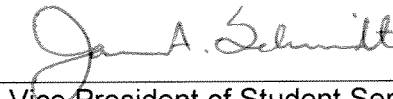


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	INSTITUTIONAL CREDIT BY EXAM	Procedure Number:	4-5-107.1
Institutional Authority:	Vice President of Student Services		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-5-107		

Approved:


President


Vice President of Student Services

Date

Adopted: 07/01/2004

Date

Revised: 05/12/2008

Students should be encouraged to complete exemption exams prior to registering for the course to avoid additional tuition costs.

I. Exemption Prior to Enrollment in a Course

- A. Students may take exemption exams for courses in subject matter they believe they have already mastered.
- B. Students attempting to exempt courses for which they have not enrolled may do so by completing an Exemption Exam Request Form and obtaining approval from the appropriate faculty member.
 - 1. If approved, the student will pay a \$30.00 fee to the Cashiers Office and receive a receipt that will admit the student to the exemption exam.
 - 2. If disapproved, the student must take the course and successfully complete it to obtain credit.
- C. If the student fails the exemption exam, the student must take the course and successfully complete it to obtain credit.

II. Exemption After Enrollment in a Course

- A. Students already enrolled in a course are also eligible for possible course exemption. A student in this category must request and complete an exemption exam from the instructor before the fifth class day of the semester. If the instructor deems such an exam appropriate, they will establish a time, date, and location for the examination prior to the end of the drop-add period and report the results on the standard Course Exemption/Grade Change Form.

If the student successfully completes the exemption exam a grade of "E" will be assigned. The grade of "E" is not calculated in the student's GPA. No grade is assigned if the student fails the exemption exam. Students failing will be required to remain enrolled in the course for the regular term length to receive credit for the course.

Students who exempt a course or courses in which they have already enrolled and paid their fees and do not elect to add courses will not be eligible for a full refund and may have their financial aid award reduced accordingly.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
05/12/2012		