

## **Procedures for Awarding a “CE” Grade**

The following procedures to award “CE” grades will be effective beginning fall semester, 2008:

### **Prior to a Student Registering For a Class**

1. Prior to a student registering for a class, advisors or faculty should instruct a student wanting to “CE” a course to contact the department head where the class resides.
2. If the “CE” is approved, the department head sets an exam date and signs a “CE Registration Form” for the student to bring to Student Success when they are ready to register for the course (flat administrative fee of \$25).
3. The department head sends an email to Penny Vaughn to set up a CE section.
4. Students will show a Business Office receipt for the CE fee to the department head before being allowed to take the exam.
5. Students must answer 85% of the questions correctly to have a “CE” awarded. A department head, with the approval of the associate dean, may also award a “CE” grade if they can document experiential knowledge.
6. After the student completes the exam, a “Credit by Proficiency Exam” form, indicating whether or not credit should be awarded, is completed by the department head, signed by the dean, and sent to Student Success: “Attention: Registrar’s Office”. If designated, a “CE” grade is entered on the student’s transcript.

**This procedure can occur at any time during the school year.**

### **After a Term Begins**

In the situation where the term has started and a student registered for a class approaches the instructor for a “CE” grade, the following procedure should be followed:

1. The request will not be granted unless the “CE” can be given before the end of the drop/add period, using the same exam requirement as listed above.
2. Full tuition will be charged, with adjustments made for credit hour changes or new classes added during the drop/add period.
3. “CE” grades for math and English developmental courses will not be given. If a student wishes to test out of a developmental course, they may retake the placement test (if they meet the guidelines of the retesting policy). Students able to move to a higher level course will be handled through drop/add procedures. This will occur no later than the designated drop/add period.

**Maximum of 25% of a students program of study may be awarded by CE.**