



CREDIT BY EXAM INSTRUCTIONS

Credit By Exam gives students the opportunity to demonstrate that they have mastered the material covered in a Lane course. In some cases, the student will take written examinations covering the content of a course. In other cases, the student will give performances or demonstrations of their skills in certain areas. This process mirrors our current grading process.

~To be eligible for Credit By Exam a student must:

- Have completed 12 credit hours of non CBE course work at LCC.
- Be currently enrolled in 6 credits or more at Lane. (*Exceptions will need to be approved by the Registrar.*)

General Information:

- ❖ Not all of Lane's departments give Credit by Exam. Check with the individual department to see if it is available.
- ❖ Students may challenge a course by CBE only once.
- ❖ The credits earned through CBE do not count towards the minimum number of credits needed to stay eligible for financial aid or veterans' benefits.
- ❖ International students on F-1 student visas may not use CBE to meet the requirement of completing 12 credits per term. However, if they are taking 12 or more credits of regular course work, they can take CBE.
- ❖ Staff may not use tuition waivers for CBE. The charge is considered a fee, not tuition.

Once you have determined that you are eligible for Credit by Exam and that the department gives the exam, follow these simple steps:

- ✓ Prior to taking the examination, designate whether you are taking the exam for a grade or Pass/No pass.
- ✓ Make an appointment with the department to take the exam.
- ✓ **Take this instruction sheet with you to the exam.**

The instructor will send the results to Student Records to be processed. Your account will be billed the current CBE fee, which is calculated at 66% of the current tuition per credit. International Students will be billed the current CBE fee, which is calculated at 66% of the current international tuition per credit. **Attention: The grade and fee will be processed regardless of the results.** Please allow at least one to two weeks for your credits and grade to be recorded.

NOTE TO THE INSTRUCTOR: Refer to COPPS for the College Policy on Credit for Prior Learning.

General Information:

- Faculty must give the student notification of the CBE grade within two weeks of completing the examination.
- CBE may not be used to substitute for regular class registration. The purpose of CBE is to validate prior learning rather than current learning. If a student has attended a class for more than six class hours and wishes to receive credit for the class, the student must register for the class and pay regular tuition.

We are using the **Added Grade Change Form** to process Credit by Exam results.

Fill out the following information on the grade form:

- Student L number and name
- Course name and number
- For the Registration Number write "CBE"**
- Term and year
- Add grade and number of credits earned
- Your signature and department stamp

Mail the white and yellow copies directly to Student Records.

Student Records will post the grade on the student's transcript and will also bill the student directly.

If present, give the pink copy to the student. **Do not ever give the white or yellow copy to the student.**

Questions? Contact Enrollment Services, Lane Community College at (541) 463-3100.