



## Instructions for Completion of Application for Credit by Institutional Examination

### **Purpose**

The College of the Florida Keys provides students with the chance to obtain Institutional Credit through exams for specific college courses. Eligible courses are chosen by academic departments. Students earn credit by passing an exam designed by the department to evaluate their understanding of the Measurable Course Objectives listed in the syllabus. This credit can help students progress through the college's degree programs and certificates, though its transferability to other institutions depends on their individual policies.

### **Eligibility**

Eligible students have the opportunity to earn credit in college credit and career certificate courses by successfully completing Credit by Institutional Examination. However, certain courses such as capstone, studio, co-op, and internships are not suitable for credit by exam. Students must confirm with the Testing Center Administrator that there is no Credit Level Examination Program (CLEP), before verifying that a Credit by Institutional Examination option is available within the department. Students must verify with the department if a credit-by-exam option is available before proceeding. This acceleration method cannot be used for courses that already have CLEP or other exam mechanisms.

To be eligible to take an examination for Credit by Institutional Examination, the student must meet the following criteria:

1. Must be officially admitted as a College of the Florida Keys student.
2. All official transcripts from previous institutions must be evaluated and recorded on the student's transcript before requesting a Credit by Institutional Examination.
3. Must have fulfilled any prerequisites for the course.
4. Must not have attempted a Credit by Institutional Examination for the course within the past 2 terms.
5. Students are limited to taking the examination for Credit by Institutional Examination no more than twice.
6. Must have successfully completed at least one college-level course and maintained a GPA of 2.00 or higher.
7. Students cannot be enrolled in a course and concurrently being evaluated for an institutional exam for the same course.
8. Must follow the outlined steps in the section titled "Student Steps for Taking the Examination."

### **Student Steps for Taking the Examination**

The steps for completion of the Application for Credit by Institutional Examination are as follows:

- The student will complete Section A of the form and present evidence of proficiency in the subject to the instructor of the course.
- If, in the opinion of the instructor, the student is eligible to take the examination, the instructor will complete Section B of the form and forward it to the Testing Center Administrator for completion of Section C-verification that there are no approved alternative exams available for the course.
- The Testing Center Administrator will return the form to the instructor who will provide a written copy of the exam and the form to the Program Director for completion of Section D. The Program Director will return the form to the instructor who will notify the student that they need to pay for the examination. The fee for credit by institutional examination is \$20 per credit hour and it is non-refundable and due before taking the examination. The student will take the form to the Business Office for completion of Section E.
- The Business Office will complete Section E of the form and return it to the student.
- The student will present the paid form to the instructor prior to the instructor administering the examination.
- The instructor will administer the exam, at an agreed-upon time, and will assign a final grade. The instructor will complete Section F of the form and attach documentation of the examination results to the form.
- The instructor will forward the completed form and documentation to the appropriate Dean responsible for the instructor supervision for review, approval, and completion of Section G by that Dean.
- The Dean will forward the completed form and documentation to the Vice President of Academic Affairs for review, approval and completion of Section H of the form.
- The form and documentation will be forwarded to the Executive Director of Enrollment Management/Registrar who will record credit earned by institutional examination on the student's transcript.



The College of the Florida Keys
Application for Credit by Institutional Examination

The following sections should be completed in sequence.

Section A

I, (Student Print Name), (Student I.D. Number), present the following specific reasons why I wish to take a challenge examination in (Course Prefix & #) (Course Name) (Credit Hours)

Evidence of prior related experience is attached. By my signature, I state I have read and understand the criteria and procedure for credit by institutional examination.

(Date) (Student's Signature)

Section B

I recommend this student for credit by institutional examination. I agree to administer a written examination.

(Date) (Instructor's Signature)

Section C

I verify that there are no approved alternative exams available for this course.

(Date) (Testing Center Administrator's Signature)

Section D

I have reviewed the written exam and approve its use for credit by institutional examination.

(Date) (Program Director's Signature)

Section E

Receipt is acknowledged for payment of credit by institutional examination fee in the amount of \$ (validate before exam date)

(Date) (Cashier's Validation)

Section F

I examined the above student in the indicated course on (date). According to the standards for the award of credit by institutional examination, I do/do not (strike one) recommend the credit be awarded based on the student's grade of. Documentation of the examination results is attached.

(Date) (Instructor's Signature)

Section G

I have reviewed and approved the attached documentation and recommend awarding credit.

(Date) (Appropriate Academic Dean's Signature)

Section H

I have reviewed and approved the attached documentation and recommend awarding credit.

(Date) (Vice President of Academic Affairs Signature)