

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** Credit by Examination

**NUMBER:** Policy II-25-2 (Formerly Policy III-24)

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The South Dakota School of Mines and Technology allows any student enrolled in the university who has studied a subject independently or who has completed equivalent college level course work elsewhere for which he or she is unable to get a transcript acceptable to this institution to request a special examination to establish credit under the conditions specified below.

1. The student must consult his or her advisor and the head of the department in which the course is offered, who will conduct a preliminary survey of the work in which the student claims to be prepared and will determine whether an examination is warranted, what topics it should cover, and what credit may be expected.
2. Credit by examination is not permitted if
  - A. the student has received prior college level credit for the same course or its equivalent;
  - B. the student has been enrolled previously in the course on the college level and received a failing grade;
  - C. the student has enrolled previously in the course but withdrew after more than six weeks of instruction; or
  - D. the student has been unsuccessful in a previous attempt to obtain credit by examination for that course.
3. After determining eligibility to take an examination, the candidate fills out the credit by exam form with a representative from the Office of the Registrar and then the candidate pays a per- exam fee at the Student Accounts/Cashier office.
4. If credit by examination is accepted, the permanent record will show the equivalent course name and a grade of EX for the specified number of credits. No entry will be made on the permanent record if the examination is failed. The examination results will not be included in calculation of either the semester or the cumulative grade point averages.
5. The maximum number of credits earned through credit by examination and other validation methods other than nationally recognized examinations is governed by BOR Policy 2.5 and is limited to thirty (30) hours of credit for baccalaureate degrees and fifteen (15) hours of credit for associate degrees.

**SOURCE:** SDSM&T Faculty, fall 1972; Office of the Provost, Sept. 2004; Office of the Provost, Dec. 2009

**BOR Reference:** Policy 2.5