



## PROCEDURE

### Administration of Credit-By-Examination Program

Procedure Administrator: Provost

Authority: N.J.S.A. 18A:64-6

Effective Date: January 28, 1975, March 4, 1975, September 27, 2009, January 18, 2011; September 28, 2023

Index Cross-References:

Procedure File Number: 2021

Approved By: Dr. Joe Bertolino, President

### I. STOCKTON CREDIT-BY-EXAMINATION PROGRAM

Currently-registered undergraduate students in good standing may receive credit for certain courses by successful performance in examinations offered by an academic program. An undergraduate student in good academic standing, may apply for the University's Credit-by-Examination program in subjects that are a part of the University's regularly scheduled course offerings rather than proceed through the standard instructional modes in which the subjects are taught. By successful performance on examinations, a student may receive Stockton credits for demonstrated academic achievement. The amount of credit to be earned by successful performance on each examination shall be specified by the Provost's Office in advance of any examination for credit.

- A student must register for a credit examination with the University Examiner in which the course is located. After a student registers for credit by-examination in a particular course, the examination must be taken by the end of the term in which the student registered for the exam.
- Only matriculated students are eligible for a credit-by-examination.
- A student taking a credit-by-examination is required to pay full course costs prior to taking the examination.
- Grades recorded on student transcripts are A, A-, B+, B, B-, C+, C, C-, D+, D or D- or P, depending on the grading system selected by a student before the credit examination. Credits earned by examination are so identified on student transcripts. Unsuccessful attempts at credit-by-examination are not recorded on student transcripts.
- A student may attempt only once to obtain credit-by-examination in a specific course.
- Students are not eligible to use this procedure for courses they previously failed.

### II. PROCESS

To initiate the process, the student must meet with the chair of the program to determine if credit-by-examination is appropriate. In some instances, a

supplementary laboratory, practicum, or performance examination may be required to satisfy major program requirements. In some cases, accreditation standards do not allow for a credit-by-examination.

If appropriate, the student must complete and submit an application to the Provost's Office. The Provost's Office reviews applications for the Credit-by-Examination program and approves or disapproves applications based on applicability to Stockton degrees, approval of the student's preparation for examination, and ability of the University to construct and evaluate appropriate examinations.

For further information about credit-by-examination, students may contact the Office of the Provost.

Review History:

	Date
Procedure Administrator	09/16/2022
Faculty Senate	05/19/2023
Deans	09/15/2022
AA Leadership	09/16/2022
Divisional Executive	06/22/2023
General Counsel	08/21/2023
Cabinet	09/28/2023
President	09/28/2023