Course Test-Out Policy

POLICY: Course Test-Out			
POLICY NUMBER:	600.09.01	**CUSTODIAN:**	Academic Dean
APV'D DATE:	11/16/2021		
EFFECTIVE DATE:	7/21/2020	**REVIEW DATE:**	Oct 2021
REFERENCES:			
Credit for Prior Learning Policy 600.08			

Part 1. Policy Background and Purpose

Students who can demonstrate competency in specific disciplines may earn college credit by testing out of some, but not all, courses at White Earth Tribal and Community College (WETCC).

Part 2. Responsibility

The student is responsible to contact the Academic Dean and complete the Test-Out Form when a test-out option is desired.

The Academic Dean is responsible to make the final decision regarding which courses are eligible for course test-out options.

The faculty have the responsibility to advise, when possible, the course test-out parameters also and for generating the examinations used to display mastery.

The Registrar is responsible to file required documentation and proper notification on the student's transcript.

Part 3. Definitions

Course Test-Out: A process by which a student may demonstrate content knowledge to the point of mastery for college credit. Students who can demonstrate competency in specific disciplines may earn college credit by testing out of some courses at WETCC.

Part 4. Policy

WETCC Test-Out

Students who can demonstrate competency in specific disciplines may earn up to 15 college credits by testing out of certain courses. However, course test-out is NOT an option for all courses.

To inquire about the availability of a course test-out, student must contact the Academic Dean and complete the Test-Out Request Form. The Academic Dean will determine eligibility and the number of credits awarded.

Testing out is NOT an option for students who desire to earn credit for courses previously attempted or withdrawn. Course test-outs cannot be used to improve grades for courses previously completed.

A fee of $25.00 per credit payable to WETCC Business Office is required prior to completion of any Course Test-Out examination. This fee is non-refundable regardless of whether credit is awarded. Financial Aid is not available for Course Test-Out credits.

If a student is currently enrolled in a course in which a test-out is desired, the exam must be completed within ten (10) days of starting the course If not enrolled in the course, a student may request a test-out at any time.

Course test-out exams are instructor-generated to reflect the objectives of the course. Only a passing grade will be recorded as credit with “CR” indicated on the transcripts. Failing course test-out grades are not recorded on academic transcripts.

Credits earned by the course test-out option are not included in a student’s grade point average (GPA), nor do they count in the enrollment statistics of the college.