



VWCC Records Office • 3094 Colonial Ave., SW • Roanoke, VA 24015-4704
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In disciplines where no CLEP or AP exam is accepted by Virginia Western, locally developed department “challenge” exams may be a means of earning college credit for prior learning by demonstrating satisfactory academic competency in a particular subject.

In order to be eligible for Credit-by-Exam, the student must be admitted to Virginia Western and the request must be made with at least two weeks prior notice of the requested exam date. Departmental exams are not available for all courses taught at Virginia Western. Ordinarily, departmental examinations will be administered only during the last two weeks of the semester in which the course is taught. Requests for departmental exams must be submitted to the appropriate academic office.

Each departmental examination may be taken only one time for a course, and the student must attain a “C” or better in order to receive credit for the exam. An exam may not be used to remove grades of I, F, X, or W, or to improve a grade already earned. In addition, a student may not challenge a lower level course in a subject which he or she has previously earned credit. Credits awarded by challenge examination may apply toward graduation requirements and will become part of the student’s permanent record. However, the grade earned on the exam will not be calculated into the student’s GPA. The grade earned on a department exam will be recorded on the student’s official transcript.

Student’s Name

Student ID (Required)

Course #: _____ Course Title: _____ # Credits: _____

GRADE: A B C P

Instructor / Advisor Signature

Date

Academic School Dean Signature

Date

Registrar Signature

Date

Date Recorded: _____ Initials: _____