

DUAL ENROLLMENT ADVANCED STANDING – CREDIT BY EXAM

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Dual Enrollment Students who are participating in a defined program of study and have submitted the *Dual Enrollment HB1184 Declaration of Intent* form may request Credit By Exam for specific classes that are part of the General Education Certificate, General Studies A.S. or other program approved by the Dual Enrollment Coordinator. Requests must be made through Virginia Western Community College's Dual Enrollment Office.

In classes at the high school where there is no college credentialed high school instructor, students may request course substitutions based on the satisfactory completion of dual enrollment coursework in a related content area approved the Division Dean. The content must offer Industry Certification exams equivalent to exams offered on the Virginia Western campus. The dual enrollment course work and the Industry Certifications must demonstrate that all learning outcomes for the requested class have been achieved.

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

Dual Enrollment Coordinator/Division Dean

Date

Division Dean

Date

Registrar Signature

Date

Date Recorded: _____ Initials: _____

6/2016