



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 the college in a program of study, and the request must be made with at least two weeks prior notice of the requested exam date. Requests for department 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 grade of “C” or higher in order to receive credit for the examination. 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/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 cumulative 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: \_\_\_\_\_ 9/2017