



CREDIT FOR PRIOR LEARNING

CREDIT EARNED BY CHALLENGE EXAM

In disciplines where there is **no CLEP, DSST or AP exam 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.

Credit by exam is not available for all courses at the college. The **Application for Challenge Exam form** must be completed and attached with this form. Each departmental examination may be taken only one time for a course, and the student must attain a grade of “C” or higher to receive credit for the examination. An exam may not be used to remove 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 exam 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. There is no charge for the challenge exams. ***Credit by exam may not transfer to other Institutions. Students should reach out to the transferring institution to determine the policy on credit for prior learning.***

Student’s Name

Empl ID (Required)

COURSE NUMBER	COURSE NAME	GRADE ON EXAM	CREDITS AWARDED
		A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/>	

Faculty/Program Printed Name and Signature

Date

Academic Dean Printed Name and Signature

Date

Submit this form, the Application for Challenge Exam form, and any other pertinent documentation to records@virginiawestern.edu.

Records Use Only:	
Date Recorded: _____	Initials: _____

Revised 11/2024