

SCHOOL OF MATHEMATICAL SCIENCES CREDIT-BY-EXAMINATION POLICY

This document serves as a guideline describing the process for requesting to take a credit-by-examination for one of the courses in the School of Mathematical Sciences (SMS).

RIT Policy: RIT policy describes a process to allow students to request approval to challenge a course by examination. The policy leaves it to each academic unit to determine which courses, if any, that the test can be used to replace and how the process can be completed. The policy is D02.0.IX.B and can be found at <https://www.rit.edu/academicaffairs/policiesmanual/d020>.

SMS Policy: The SMS will allow a student to request a credit-by-examination provided that the student took a course that was initially intended to be counted as college credit but, for some reason that was out of their control, did not transfer. The credit-by-examination process may not be used to bypass the experience of taking the course in a college setting.

Scenario for taking the credit-by-examination that is acceptable:

- A student can request a credit-by-examination of a course in which they already have credit for a subsequent course in which the requested course is a prerequisite. E.g., the student requests a credit-by-examination for MATH-182 and already has credit on their transcript for MATH-231 (or any other course for which MATH-182 is a prerequisite).

Scenarios for taking the credit-by-examination that are not acceptable:

- The credit-by-examination process may not be used to raise a grade or to remove a failure. In these cases, the course in question must be repeated.
- The credit-by-examination cannot be used to test out of a course. This includes (1) taking AP calculus courses but failing to achieve the minimum required score for AP credit, (2) non-AP high school calculus classes or the IB (International Baccalaureate) courses and (3) self-study.
- The credit-by-examination process cannot be used to bypass the Registrar's Office policy of not transferring credit for courses in which the grade is a C- or lower. The exception is given above if the student has earned transferrable credit for courses in which a prerequisite course does not transfer.
- If a student has a "W" on their transcript for the course, the credit-by-examination cannot be applied because the Registrar's Office will not allow a "W" and an "X" for the same course in the same semester.

The Credit-by-Examination Coordinator has the discretion to determine if a scenario outside of those listed above warrants an exception, but is, nonetheless, subject to the guiding principle given in the SMS policy above.

Administration of the exam by the Credit-by-Examination Coordinator:

- The process from initial inquiry to taking the test to having the paperwork processed will likely take more than a month.
- The exam is proctored and taken in-person during normal business hours at RIT.
- The exam is comprehensive and (mostly) free-response with no notes, books, or calculators.
- The length of the exam is the same as the final exams for the courses according to the same number of credits. That is, 2.5 hours for 3-credit courses and 3 hours for 4-credit courses.
- A score of 80% or better is needed to be successful. The exam is graded by the Credit-by-Examination Coordinator and the decision is final. There are no retakes. If the exam score is not successful, then the credit-by-examination process is no longer an option – the only remaining option is to take the course or to take the equivalent course at another university and have it transferred in.
- To maintain the integrity of the credit-by-examination exam, it shall not be returned to the student after grading. An appointment can be made with the Credit-by-Examination Coordinator to view the exam in the coordinator's office.
- After the student passes and all the paperwork is completed, the grade of "X" is assigned to the course at the end of the semester in which the paperwork is filed.

Financial Aid Impact: It is recommended that the student contact the Financial Aid office as completing the credit-by-examination and adding the credit to the transcript may impact financial aid. The credits are also added to the student's total semester load, so the student should be careful that those three or four credits will not bring the credit total over the maximum number of credits that can take per semester. The charge for the exam is the same as taking a three or four credit course and it is implemented to the student in the semester in which the credit-by-examination form is submitted.

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