HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **CURRICULUM PREREQUISITE**	Procedure 5.2.7.1

In certain circumstances, students may demonstrate readiness through other means. In such cases, prerequisites or co-requisites may be met or waived with appropriate approvals and/or permission of the Vice-President of Instruction. Three routine ways in which prerequisite or co-requisite requirements are met are through: 1) credit by examination; or 2) evaluation of Joint Services Transcripts or 3) RISE Guidelines.

I. Credit by Examination

A student may petition the course instructor by written application for permission to seek course credit by examination. A maximum of 18 credit hours may be earned through proficiency examination. To obtain permission to take a credit by examination test, students should follow these steps:

1. Register for the course and pay the appropriate tuition and fees.
2. Attend class regularly and participate fully until the student successfully passes the exam.

   This time should be used by both the student and the instructor to assess the student's chance of success in challenging the course. The student should make the instructor aware on the first day of class that he/she is contemplating taking the proficiency exam.

3. By the end of the drop/add period, the student must petition in writing to his/her instructor the request to take the proficiency exam. Approval must be granted from the instructor and the department dean. During this time the student should remain in class.
4. The department dean will arrange a time for the test to be given prior to the course census date after receiving the student's request.
5. If the student passes the proficiency exam, a grade of "CE" is assigned and the student will no longer be required to attend class. If the student does not pass the proficiency exam, the student must complete the course with a passing grade to earn credit.

Credit hours will be recorded in the Total Hours Earned and will count towards hours for graduation; however, there will be no Quality Points assigned, the grade will not affect the student's GPA and Financial Aid or Veteran's Benefits shall not pay for courses in which a grade of "CE" is earned.

II. Joint Services Transcript Evaluation

Joint Services Transcript ("JST") is an academically accepted document approved by the American Council on Education ("ACE") to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations. When the College receives an official copy of a JST, the Registrar will review and apply

appropriate course credit. The Vice President of Instruction will be consulted if there is need for further discussion regarding proposed course credit.

III. RISE Guidelines

The student will need to have meet one of the following:

1. Completion of Gateway course.
2. An earned two-year associate degree or higher.

Adopted: Revised: Revised:

09-28-2017 02-21-2019 12-11-2019