



## Test Out Policy

- (1) Course Test Out Procedure
  - (a) A student desiring to test out of a program course must notify the Cashier in Student Services that he or she would like to test out of a course at least two weeks prior to the course start date.
    - (i) The student must pay, or have paid, the tuition for the course and the Test Out fee. Fees and differential tuition do not need to be paid at that time, pending successful completion of the course Test Out.
    - (ii) The Cashier then completes an initial Course Test Out Form. The form is sent to the Registrar, Senior Student Affairs Officer (SSAO), Program Director/Manager, and program instructor. The form includes the student contact information, name of the course, and verifies that the student has paid tuition.
  - (b) The instructor shall then contact the student and schedule a time for the Test Out.
    - (i) If the testing is done by an outside source the instructor shall certify that the Test Out is complete.
    - (ii) If there not an outside source, the instructor administers appropriate testing and observes the demonstrations of competency required to complete the course, and completes the Course Test Out Form. The form includes a description of all testing and competencies that were passed or failed and indicates whether the student was successful in demonstrating competency.
    - (iii) The instructor shall notify the Cashier of the costs of the materials for the Test Out, and the student shall be invoiced for that amount.
  - (c) The Course Test Out Form must thereafter be approved by the Vice President of Instruction.
  - (d) Once the form is approved or denied, notifications is sent to the SSAO, Financial Aid Manager, Registrar, instructor and Program Director/Manager.
  - (e) If a student successfully demonstrated competency, the Registrar enters the student as having tested out of the course.
  - (f) If a student fails to successfully demonstrate competency, they are required to pay for the fees and differential tuition, if applicable, for the course and enroll prior to the course start date.
  - (g) Course tuition is not refunded as a result of the Course Test Out.
- (2) Module Test Out Procedure
  - (a) For credit-hours based courses only, a student may request to test out of a specific module within a course. The student must have paid all tuition and fees for the course, as well as the Test Out fee. The request must be made at least two weeks prior to the beginning of the module.

- (b) The instructor thereafter administers appropriate testing and observes the demonstrations of competency required to complete the module.
  - (c) The instructor completes a Module Test Out Form, which includes a description of all tests and competencies that were passed/failed and indicates whether the student was successful in demonstrating competency.
  - (d) The Course Test Out Form must thereafter be approved by the Vice President of Instruction.
  - (e) Once the form is approved or denied, notifications is sent to the SSAO, Registrar, instructor, and Program Director/Manager.
  - (f) The student is marked by the Program Director/Manager as having attended the module and completed the competencies by the Registrar.
  - (g) Course tuition and fees are not refunded as a result of the Module Test Out.
- (3) Program instructors, with the approval of the Vice President of Instruction, may disallow the Test Out of certain courses or modules.
- (4) There is a non-refundable Test Out fee of \$25 per course or module, plus the costs of materials required for a Course Test Out. The fee may be waived by a College Vice President.