

3/6/2006

ECET Department Test-Out Policy
Effective 4/15/03

In order to standardize the handling of students who wish to test out of a class, the following guidelines are to be followed:

1. Students wishing to test out of a class must have satisfied all of the pre-requisites to enter the class. Allowing students to test out of, say, ECET 207 without ECET 107 and/or ECET 157 credit would mean they could enroll in ECET 257 without 2/3 of the required background.
2. Testing out is offered only at the convenience of the course coordinator. Some courses may not offer test out, some may offer the chance only once per semester or year, some may offer test out opportunities on an ad hoc basis.
3. As a minimum, the test out must consist of a comprehensive written exam and, if the course has a laboratory component, a comprehensive practical exam. Often times the written final exam (if it is comprehensive) and the final laboratory practical exam will be acceptable for these tests.
 - A. It is strongly recommended that the written exam be given first to see if the student has sufficient knowledge to attempt the practical exam.
 - B. Both exams should be passed with a 70% minimum to establish credit.
 - C. Failing to pass either exam means that the student must take the entire course.
4. If the student is successful in the test out, the instructor must complete a form 390, 'Report of Directed Credit', attach documentation of the test-out method*, have it signed by the Department Head or Associate Department Head, and present the form to the Head Counselor for processing. Blank forms are available in the ECET office or from the Head Counselor.
5. Only one test out attempt per student is permitted in any ECET course.
6. It is strongly recommended that any student inquiring about test out be given a copy of this policy and a copy of the course syllabus.

* Documentation may consist of the actual tests given with scores, a memo detailing the test methods used and the results or other documentation to justify the awarding of credit.

Approved CC: 4/15/03