

## **Credit by Institutional Exam Policy**

### Purpose:

This policy describes the terms and conditions under which Hawai'i Community College will award college credit towards certificates or degrees based upon Credit by Institutional Exam (CBIE). Institutional exams are examinations created by University of Hawai'i Community Colleges (UHCC) faculty that allow students to challenge a specific course for college credit. UHCCP #5.302 clarifies that CBIE is another form of equivalency exam created by UH faculty for specific courses.

### Background:

The College's practices in this area were reviewed by the Academic Affairs Committee and the Faculty Senate in 1996 and 1997. The Senate's recommendations were submitted on November 21, 1997. The policy is approved as stated below, and became effective with the Fall 1998 semester.

In December 2015, the University of Hawai'i Community Colleges (UHCC) updated its policy UHCCP #5.302, Prior Learning Assessment Program. Attachment C of UHCCP #5.302 recommends that no teaching be provided and no tuition be charged. However, the student will be charged an assessment fee equivalent to 50% of the tuition of the course. On February 26, 2021, Faculty Senate approved revision to align with UHCCP #5.302 and clarify the CBIE process.

### Policy:

CBIE is available in a limited number of courses determined by the faculty members and Division/Department Chair of the discipline involved. Students should contact the appropriate Division/Department Chair for information about approved courses, procedures, and regulations for CBIE.

This policy clarifies the CBIE eligibility requirements and process at Hawai'i Community College.

- Applicant needs to be accepted and enrolled at Hawai'i Community College.
- Applicant must not have financial aid obligations or pending ones.
- Application must be submitted within the first six weeks of the semester or within the first two weeks of a special session or summer class.
- CBIE is prohibited when a student is currently enrolled in the course.
- The assessment fee for CBIE exams is 50% of the tuition rate of the course.
- The assessment fee needs to be paid to Hawai'i CC Business Office before student takes the exam.
- No refunds of assessment fee will be given. An assessment fee is charged for each assessment.

- The CBIE process requires approval from the Division/Department Chair and Vice Chancellor for Academic Affairs and identification of the Faculty member who will be conducting the CBIE.
- Faculty members conducting the exam will have full autonomy on how they design and deliver the CBIE.
- Resources available to an applicant applying for CBIE include a list of student learning outcomes for the course and recommended textbook(s) to use as a study guide. (UHCCP #5.302, Attachment C).
- Student must pass with a “C” or higher to receive CBIE credit. Institutional credit will be recorded as “CE” on the transcript. If the student does not pass with a “C” or higher, credit will not be earned and “NCE” will be recorded on the transcript.
- The Prior Learning Assessment (PLA) Form for CBIE is obtained from the Hawai'i CC PLA Coordinator.

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<sup>1</sup>Supercedes Haw 5.601, June 8, 2010, revised February 26, 2021