



Angelo State University **Operating Policy and Procedure**

OP 10.08: Undergraduate Credit by Examination

DATE: May 20, 2015

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach to issuing undergraduate credit by examination.

REVIEW: This OP will be reviewed in May every three years, or as needed, by the Office of the Provost with recommended revisions presented through to the provost and vice president for academic affairs to the president by June 15 of the same year.

POLICY/PROCEDURE

1. Credit by Examination

- a. Undergraduate students seeking their first baccalaureate degree may earn credit by examination at Angelo State University in a variety of fields. Selected College Level Examination Program (CLEP) General Examinations and Subject Examinations as well as local examinations are administered regularly in the University Credit by Examination Program.
- b. Students who submit ACT or SAT scores to the University for admission purposes are eligible for credit in selected courses if 1) their test scores are high enough to qualify for credit, 2) they enroll at Angelo State University, 3) they satisfactorily complete a fall or spring semester and pass the applicable section of a Texas Success Initiative (TSI) Assessment test.
- c. Credit by examination may also be earned through the Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST exams). Score reports submitted for DSST exams that have not been approved will be sent to the dean for evaluation by the appropriate departments.
- d. All examinations in the Credit by Examination Program are available throughout the year with the exception of the ACT, SAT, and some local examinations which have separate established schedules. CLEP examinations are given by appointment.
- e. Advanced registration is required for CLEP examinations. Candidates must register through the Testing Center at least four weeks prior to the administration date.
- f. Fees are charged for all examinations to cover costs of administration, test materials, scoring, and program development. Information on local examination fees, CLEP examination fees, and registration fees may be found online at:
http://www.angelo.edu/services/testing_center/

- g. An individual who does not plan to register at Angelo State University and wishes to have scores forwarded to another institution must take a CLEP examination which is scored by the Educational Testing Service. ETS forwards the score to the designated institution. Since each college or university determines how it will use the CLEP examinations to award credit, individuals are urged to investigate the policies of the institution to which they plan to submit their scores. Information concerning the tests the institution recognizes, the required scores, essay requirements, and other conditions affecting the awarding of credit should be obtained from the institution prior to registering for any CLEP examination.
- h. Students may also earn credit for specified Angelo State University courses by successful completion of Advanced Placement Examinations administered by the College Board in participating high schools. A score of 3 or higher is required to receive credit. The same policy guidelines apply to these examinations as they do to other tests in the credit by examination program.
- i. The credit by examination program at Angelo State University is subject to the following policy guidelines.
 - (1) A student may take examinations for credit and have scores submitted to the Office of the Registrar prior to enrollment at Angelo State University. However, credit by examination will not be entered on the permanent record until the student has successfully completed a semester or summer term of academic work at Angelo State University. Information about scores required for credit on specific examinations may be obtained from the Office of the Registrar.
 - (2) To receive credit by examination, a student must pass the appropriate examination with a score that qualifies for credit. If a student receives credit by examination for a course and that credit is entered on the student's permanent record, the student cannot at a later date decide that the credit is no longer desired and have the course removed from the student's transcript. However, a student may repeat a course for which credit by examination was earned by enrolling in a regularly scheduled class and earning a grade for the course which would replace the credit earned by examination.
 - (3) Prior to registering for a CLEP examination or local examination, Angelo State University students must obtain the approval of the dean of the college in which they are majoring. Once students have registered for the CLEP exam, they will have two months (60 days) in which to take the exam. Normally, students are permitted to receive credit by examination for courses except when they have completed advanced level work in a particular field and are seeking additional lower-division credit in the same field.
 - (4) A student is not allowed to earn credit by examination for any course in which the student has a grade of *A, B, C, D, F, I, P, CR, NC, or AU*. Credit by examination may not be earned for a course which is prerequisite to another course in the same discipline for which the student has already earned credit. When such lower-division courses are required in a student's degree plan, the student is encouraged to seek a modification in the degree plan, substituting an advanced-level course for the lower-division course.

[Reviewed with no changes: May 20, 2015]

- j. Credit earned by examination may not be used to reduce the residence requirements in any degree program.
- k. None of the examinations in the University's Credit by Examination Program may be taken more than one time in a six-month period.