

OFFICIAL

Policy and Procedure Statement 3.08
Review Cycle: Apr. 1, ENY
Review Date: April 1, 2018
Reviewer: Director, Testing Center

Credit by Examination
(15 paragraphs)

INTRODUCTION

1. Many students, independent of the college environment, have attained college-level proficiency in academic subjects and may do as well on a test as do students who have successfully completed a course. These students may earn credit for the course without enrolling in it. Earning credit by examination enables students to avoid taking courses in which the material would be repetitious and allows them to enroll in more challenging courses; it also offers incentive for independent study.
2. Students must be currently or formerly enrolled at Texas State in order to take a credit examination on our campus with the exception of CLEP and DANTES Subject Standardized Test (DSST) testing. Any individual may take a CLEP or DSST test offered by the Testing, Research-Support, and Evaluation Center (TREC).

POLICIES

3. In general, credit by exam will be accepted as "credit only" (CR) and will not affect student's cumulative GPA; however, grades of A or B in addition to CR may be awarded by the Modern Languages department for the French, German, and Spanish CLEP exams to recognize superior achievement. Letter grades, if awarded, will be factored into the cumulative GPA. In cases where grades of A or B may be awarded, the student will have the option to request that a CR be awarded instead.
4. Credit by exam satisfies degree requirements in the same way as does credit earned by passing courses except that it does not include graduate courses and it does not count as credit earned in residence.
5. Students may retake an exam only after 3 months have elapsed. Certain credit examinations may have a limit in the number of attempts permitted. Contact TREC for more information.
6. Unsuccessful attempts to earn credit by examination will not be recorded on the transcript or other official records except as needed to record the number and date of attempts.
7. The credit by exam program requires the passing of a nationally normed or local test such as College Level Examination Program (CLEP), Advanced Placement Program (APP), International Baccalaureate (IB), a departmental/school exam or a combination of the above.
8. Academic departments/schools are responsible for selecting the courses for

which credit and/or letter grades will be awarded. Performance standards and cut-scores are set by the department/school in which the courses are taught. These standards hold university wide and cannot be raised or lowered by other departments/schools or administrative units.

9. If a department/school chooses not to award course credit for one of their courses on the basis of CLEP, APP, IB, departmental or other exams, no other program, department/school or college can accept the exams for credit in that course.
10. Transcribed credit earned via credit by exam by students transferring to Texas State will be evaluated by the Office of Undergraduate Admissions for transfer eligibility in the same manner as other traditional course credit.
11. National examinations such as College Level Examination Program (CLEP) which are accepted at Texas State for credit may be taken at locations other than Texas State. However, credit awarded will be based upon Texas State's criteria and required scores.
12. Special circumstances regarding the awarding of credit by examination taken at Texas State University will be considered by the department/school and TREC on an individual student basis. Special circumstances regarding the transfer of credit by examination to Texas State will be considered by the department/school, TREC and the Office of Undergraduate Admissions on an individual student basis.
13. Each department/school will have the opportunity to review their credit by examination procedures (i.e., tests being used, pass/fail rates and cut-off scores) on an annual basis. However, formal procedural changes will be made every two years with the implementation of the new catalog. Cut scores may change without prior notice.
14. Policies regarding credit by examination for The Department of Occupational, Workforce and Leadership Studies can be found at <http://www.owls.txstate.edu/undergraduate-degrees/credit-by-exam.html>

CERTIFICATION STATEMENT

15. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: _____ Review Date: _____
Reviewer: _____ Date: _____
Approved: _____ Date: _____

Gene Bourgeois
Provost and Vice President for Academic Affairs