

OFFICIAL

OCED Policy and Procedure 3.02

Awarding Undergraduate Credit by Examination

Issued: prior to 1980

(17 paragraphs)

Review Cycle: July 1, EY

Review Date: July 1, 2010

Reviewer: Program Chair, Occupational Education

PURPOSE

1. The purpose of this policy and procedure is to establish guidelines in awarding undergraduate academic credit by examination.

POLICIES

2. An unlimited number of semester hours of credit may be awarded to a student by examination.
3. Credit by examination does not count towards the 32 hour residency requirement.
4. Documentation (official test results) for credit by examination will be maintained on file in Occupational Education for two years from the time of graduation.
5. All transcript entries for credit by examinations are entered as credit (CR). No grades will be given for credit by examination.
6. No student will be allowed to retest in less than 6 months.
7. Credit awarded by examination will be applicable only to the Bachelor of Applied Arts and Science degree.
8. Credit by examination scores, either evaluated by the Texas State Testing Center or brought in by the student, will be reviewed for compliance with Occupational Education Program regulations.

DOCUMENTATION OF CREDIT BY EXAMINATION

9. Official test results must be used to document completion of an examination. Xerox and fax copies are not acceptable.

ACADEMIC CREDIT EQUIVALENCIES FOR EXAMINATION SCORES

10. College Entrance Examination Board - Advanced Placement Program (APP)

Examination Title	Standard Score	Semester Hours	Texas State Transcript Designation	
Art History	4	3	ARTH	2301 Ancient to Medieval Art
Studio Art (drawing or general)	4	3	ARTF	1302 Basic Drawing
Studio Art (2D Portfolio)	4	3	ARTF	1301 2-D Design
Studio Art (3D Portfolio)	4	3	ARTF	1303 3-D Design
Biology	3	3	BIO	1320 Modern Biology I
	4	4	BIO	1430 Functional Biology
	5	8	BIO	1430 Functional Biology
			BIO	1431 Organismal Biology
Chemistry	3	4	CHEM	1341 & 1141 General Chemistry I and Lab
	4	8	CHEM	1341 & 1141 General Chemistry I and Lab
			CHEM	1342 & 1142 General Chemistry II and Lab
Comp Sci AorAB	3	3	CS	1319 Fundamentals of Computer Science
Economics-Micro	4	3	ECO	2314 Principles of Microeconomics
Economics-Macro	4	3	ECO	2315 Principles of Macroeconomics
English Lang/Comp	3	3	ENG	1310 College Writing I
English Lit/Comp	3	3	ENG	1320 College Writing II
French Lang	3	14	FR	1410 Beginning French I
			FR	1420 Beginning French II
			FR	2310 Intermediate French I
			FR	2320 Intermediate French II
French Lit	3	14	Same as French Lang	
German Lang	3	14	GER	1410 Beginning German I
			GER	1420 Beginning German II
			GER	2310 Intermediate German I
			GER	2320 Intermediate German II
Govn't & Politics-US	3	3	POSI	2320 Functions of Am. Govt.
History-US	4	6	HIST	1310 History of U.S.to 1877
			HIST	1320 Hist of US, 1877 to date
European History	4	6	HIST	2310 Western Civilization to 1715
			HIST	2320 Western Civilization, 1715-D
World History	4	6	HIST	2311 Hist of World Civilization to 17 th Century
			HIST	2312 Hist of World Civilization from 17 th Century
Human Geography	4	3	GEO	1309 Cultural Environment
Calculus-ab	3	4	MATH	2471 Calculus I
Calculus-bc	3	8	MATH	2471 Calculus I
			MATH	2472 Calculus II
Music Theory-Aural Subscr	5	2	MU	1210 Aural Learning I
Music Theory-Nonaural Subscr	5	2	MU	1211 Music Theory I
Music Theory-Nonaural Subscr	4	3	MU	1312 Essential Musicianship
Environmental Science	4	3	GEOG	2310 Intro to Environmental Geography
Italian Language	3	14	ITAL	1410 Beginning Italian I
			ITAL	1420 Beginning Italian II
			ITAL	2310 Intermediate Italian I
			ITAL	2320 Intermediate Italian II

10. College Entrance Examination Board - Advanced Placement Program (APP)--continued

Examination Title	Standard Score	Semester Hours	Texas State Transcript Designation	
Physics B	3	8	PHYS	1410 General Physics I
			PHYS	1420 General Physics II
Physics C-Mechanics	3	4	PHYS	1430 Mechanics
Physics C-Elec&Mag	3	4	PHYS	2425 Electricity & Magnetism
Psychology	3	3	PSY	1300 Intro to Psychology
Spanish Lang	3	14	SPAN	1410 Beginning Spanish I
			SPAN	1420 Beginning Spanish II
			SPAN	2310 Intermediate Spanish I
			SPAN	2320 Intermediate Spanish II
Spanish Lit	3	14	Same as Spanish Lang	
Japanese Language/Culture	3	14	JAPA	1410 Beginning Japanese I
			JAPA	1420 Beginning Japanese II
			JAPA	2310 Intermediate Japanese I
			JAPA	2320 Intermediate Japanese II
Statistics	3	3	MATH	2328Elementary Statistics

11. College Level Examination Program (CLEP)

Examination Title	Standard Score	Semester Hours	Texas State Transcript Designation	
English Composition	50	6	ENG	1310 College Writing I
			ENG	1320 College Writing II
Social Science/History	50	6	SOCI	Elna Social Science
			HIST	Elna History
Natural Sciences	50	6	BIO	1320 Modern Biology I
			PHYS	1310 Elementary Physics
Humanities	50	6	ART	2313 Intro. to Fine Arts
			ENG	Elna Literature - core
Mathematics	50	3	MATH	1315 College Algebra
American Literature	50	6	ENG	2359 American Literature before 1865
			ENG	2360 American Literature since 1865
Analysis & Interpretation of Literature	50	6	ENG	Elna Analysis & Interpretation Literature
			MATH	1315 College Algebra
College Algebra	50	3	MATH	1315 College Algebra
English Literature	50	6	ENG	2310 British Literature before 1785
			ENG	2320 British Literature since 1785
Chemistry	50	4	CHEM	1341 & 1141 General Chemistry I and Lab
	55	8	CHEM	1342 & 1142 General Chemistry II and Lab
Introduction Psychology	50	3	PSY	1300 Introduction to Psychology
Principles of Management	50	3	MGT	3303 Management of Organizations
+Principles of Accounting	50	6	ACC	2361 Intro to Financial Accounting
			ACC	2362 Intro to Managerial Accounting
Introductory Business Law	50	3	BLAW	2361 Legal Environment of Business
Principles of Marketing	50	3	MKT	3343 Principles of Marketing
Financial Accounting	50	3	ACC	2361 Intro to Financial Accounting

11. College Level Examination Program (CLEP) continued

Examination Title	Standard Score	Semester Hours	Texas State Transcript Designation	
Composition, Freshman College	50	6	ENG	1310 College Writing I
			ENG	1320 College Writing II
Prin of Micro-economics	60	3	ECO	2314 Principles of Microeconomics
Prin of Macro-economics	59	3	ECO	2315 Principles of Macroeconomics
College French, Levels I&II	48	4	FR	1410 Beginning French I
			FR	1420 Beginning French II
	50	8	FR	1410 Beginning French I
			FR	1420 Beginning French II
	55	11	FR	1410 Beginning French I
			FR	1420 Beginning French II
	59	14	FR	2310 Intermediate French I
			FR	1410 Beginning French I
			FR	1420 Beginning French II
			FR	2310 Intermediate French I
German, Levels I & II	48	4	GER	1410 Beginning German I
			GER	1420 Beginning German II
	50	8	GER	1410 Beginning German I
			GER	1420 Beginning German II
	53	11	GER	1410 Beginning German I
			GER	1420 Beginning German II
	60	14	GER	2310 Intermediate German I
			GER	1410 Beginning German I
			GER	1420 Beginning German II
			GER	2310 Intermediate German I
College Spanish, Levels I & II	48	4	SPAN	1410 Beginning Spanish I
			SPAN	1420 Beginning Spanish II
	50	8	SPAN	1410 Beginning Spanish I
			SPAN	1420 Beginning Spanish II
	53	11	SPAN	1410 Beginning Spanish I
			SPAN	1420 Beginning Spanish II
	60	14	SPAN	2310 Intermediate Spanish I
			SPAN	1410 Beginning Spanish I
			SPAN	1420 Beginning Spanish II
			SPAN	2310 Intermediate Spanish I
Biology	50	3	BIO	1320 Modern Biology I
			BIO	1320 Modern Biology II
History of the US I	50*	3	HIST	1310 History of U.S. to 1877
History of the US II	50*	3	HIST	1320 History of U.S.,1877 to Date
Western Civilization I	50*	3	HIST	2310 Western Civilization to 1715
Western Civilization II	50*	3	HIST	2320 Western Civil., 1715 to Date
American Government	50*	3	POSI	2310 Functions of Am. Government
Intro to Educational Psychology	50	3	PSY	Elna Educational Psychology
+Algebra-Trig, College	50	3	MATH	Elna Algebra-Trig
Sociology, Introductory	50	3	SOCI	1310 Introduction to Sociology
Human Growth&Development	50	3	PSY	3300 Life Span Development
Precalculus	50	3	MATH	2417 Precalculus
Calculus	50	3	MATH	2471 Calculus
+Trigonometry	50	4	MATH	1317 Trigonometry
Info Systems&Comp Appl	50	3	CIS	1323 Intro to Microcomputer Applications

*If exam is taken at Texas State departmental essay exam is required

+Exam no longer offered

12. Defense Activity for Non-Traditional Education Support-Subject Standardized Tests (DANTES-SST's)

Test No.	Examination Title	Standard Score/ Semester Hours	Texas State Transcript Designation	
SF/SH/SL/SM450	Principles of Statistics	48/400 / 3	MATH	2328 Elementary Statistics
SF/SG/SH/SL424	Fund of College Algebra	47/400 / 3	MATH	1315 College Algebra
SE/SF461	Art of the Western World	48 / 3	ART	Elna Art of the Western World
SF/SG/SH/SL465	Western Europe since 1945	45 / 3	HIST	Elna Western Europe since 1945
SF/SG/SH/SL469	Intro to the Modern Middle East	47 / 3	HIST	Elna Intro to the Modern Middle East
SF/SG/SH/SL470	Human/Cultural Geography	48 / 3	GEO	1310 World Geography
SF/SG/SH/SL471	Rise&Fall of the Soviet Union	45 / 3	HIST	Eladv Rise&Fall of the Soviet Union
SG/SH/SL/SM473	Hist of the Vietnam War	44 / 3	HIST	Elna A History of the Vietnam War
SF/SG/SH/SM474	Ethics in America	46/400 / 3	PHIL	EladvEthics in America
SE/SF/SG/SH483	Civil War & Reconstruction	47 / 3	HIST	3346 The Civil War and Reconst.
SE/SF/SG/SH489	Foundations of Education	46 / 3	CI	Elna Foundations of Education
SF/SG/SH/SL490	Lifespan Dev. Psychology	46 / 3	PSY	Elna Lifespan Dev.Psychology
SF/SG494	General Anthropology	47 / 3	ANTH	1312 Cultural Anthropology
SE/SF/SG/SH495	Drug and Alcohol Substance Abuse	49/400 / 3	SOCI	EladvDrug & Alcohol Substance Abuse
SF/SG/SH/SL496	Intro to World Religions	48/400 / 3	REL	Eladv Intro to World Religions
SG/SH/SL/SM497	Intro to Law Enforcement	45 / 3	CJ	1310 Intro to Criminal Justice
SF/SG/SH/SL498	Criminal Justice	49/400 / 3	CJ	EladvCriminal Justice
SF/SG/SH/SL500	Astronomy	48 / 3	PHYS	1340 Astronomy: Solar System
SF/SG/SH/SL508	Heres to Your Health	48/400 / 3	HEd	EladvHeres to Your Health
SF/SG/SH/SL511	Environment&Humanity	46 / 3	GEO	Elna Environment & Humanity
SE/SF/SG/SH512	Prin of Physical Science I	47 / 3	PHYS	Elna Physical Science
SF/SG/SH/SL519	Physical Geology	46 / 3	GEOL	Elna Physical Geology
SF/SG/SH/SL524	Principle of Finance	46 / 3	FIN	3312 Business Finance
SG/SH/SL/SM525	Principle of Financial Acct	47 / 3	FIN	Elna Business Finance
SG/SH/SL/SM530	Human Resource Mgmt	46 / 3	MGT	Elna Intro to Human Resource Mgt
SF/SG/SH/SL531	Organizational Behavior	48 / 3	MGT	Elna Intro to Organizational Behavior
SE/SF/SG/SH532	Principles of Supervision	46 / 3	MGT	Elna Principles of Supervision
SF/SH534	Business Law II	44 / 3	BLAW	3362 Commercial Law&Bus Assons
SG/SH/SL/SM536	Introduction to Computing	45/400 / 3	CIS	1323 Intro to Micro Computer Appl
SE/SF/SG/SH543	Introduction to Business	46 / 3	ADS	Elna Introduction to Business
SG/SH/SL/SM548	Money and Banking	48 / 3	ECO	3311 Money and Banking
SE/SF/SG/SH550	Personal Finance	46/400 / 3	FIN	Elna Personal Finance
SE/SF/SG/SH551	Management Info System	46/400 / 3	CIS	EladvMgt Info. System
SG/SH/SL/SM562	Fundamentals of Counseling	45 / 3	PSY	Elna Introduction to Guidance
SF/SG/SH/SL812	Business Mathematics	48 / 3	ADS	Elna Business Mathematics
*SE/SF/SG/SH815	Principles of Public Speaking	47/Pass / 3	COMM	1310 Fund of Human Communication
SF/SG/SH/SL820	Technical Writing	46 / 3	ENG	Elna Writing for Science&Technology

Note: If test number is not listed above, refer to an appropriate issue of OE/OL 06.02.

*In addition to a minimum score of 47 on the multiple-choice test, an examinee must also receive a passing grade on the speech given.

13. Excelsior College Educations (formerly Regents College Examinations & ACT Proficiency Examination Program (ACT PEP). Non-military are not eligible to take exams.

Test No.	Examination Title	Standard Score	Semester Hours	Texas State Transcript Designation	
403	Fundamentals of Nursing	C	8	NUR	EladvFundamentals of Nursing
407	Foundation of Gerontology	C	3	SOCI	EladvFundamentals of Gerontology
408	Statistics	C	3	MATH	Elna Statistics
434	English Composition	C	6	ENG	1310 & 1320 College Writing I & II
435	Organizational Behavior	C	3	MGT	4375 Organizational Behavior
436	Research Methods in Psy	C	3	PSY	3302 Experimental & Research Methods
453	Maternal & Child Nursing	C	6	NUR	Elna Maternal & Child Nursing
457	Maternal/Child Nursing	C	8	NUR	EladvMaterial & Child Nursing
459	Abnormal Psychology	C	3	PSY	3315 Abnormal Psychology
460	American Dream	C	6	HIST	EladvAmerican Dream (Part I)
461	Nursing Concepts 1	C	4	NUR	Elna Nursing Concepts 1
462	Nursing Concepts 2	C	4	NUR	Elna Nursing Concepts 2
463	Nursing Concepts 3	C	4	NUR	Elna Nursing Concepts 3
464	Nursing Concepts 4	C	4	NUR	Elna Nursing Concepts 4
465	Nursing Concepts 5	C	4	NUR	Elna Nursing Concepts 5
466	Nursing Concepts 6	C	4	NUR	Elna Nursing Concepts 6
467	Nursing Concepts: Foundation	C	4	NUR	Elna Nursing Concepts: Foundation
484	Ethics: Theory and Practice	C	3	PHIL	3320 Ethics
485	Psy of Adulthood&Aging	C	3	PSY	3313 Psy of Adulthood & Aging
486	Human Resource Mgt	C	3	MGT	4373 Human Resource Management
487	World Population	C	3	SOCI	EladvWorld Population
503	Psychiatric/Mental Hlth Nur	C	8	NUR	EladvPsychiatric/Mental Health Nursing
506	Anatomy and Physiology	C	6	BIO	Elna Human Anatomy&Physiology
*509	Religions of the World	C	3	REL	EladvReligions of the World
537	Research in Nursing	C	3	NUR	EladvResearch in Nursing
538	Labor Relations	C	3	MGT	4377 Labor Relations
542	Community Health Nursing	C	4	NUR	EladvCommunity Health Nursing
554	Adult Nursing	C	8	NUR	EladvAdult Nursing
558	Microbiology	C	3	BIO	Elna Microbiology
559	Maternity Nursing	C	3	NUR	Elna Maternity Nursing
565	Literacy Instruction in the Elementary	C	6	ED	EladvLiteracy Instruction-Elementary
583	Life Span Development Psy	C	3	PSY	Elna Life Span Development Psy
584	Pathophysiology	C	3	BIO	EladvPathophysiology

Note: If test number is not listed above, refer to an appropriate prior issue of OCEDPPS3.02 (formerly OE/OL No. 06.02)
 *Effective 9/30/09 test is no longer available

EVALUATION OF CREDIT BY EXAMINATION

14. Evaluators will evaluate credit by examination according to guidelines established in items 9 through 12. If tests have been discontinued refer to prior issues of OCED PPS 03.02 (formerly OE/OL 06.02).

APPROVAL AND TRANSCRIPT OF CREDIT BY EXAMINATION

15. The program administrative assistant will use OCED PPS 03.01 Attachment C for approval and transcribing of credit by examination.
16. The following is an example of a transcript entry for credit by examination. These test titles and test dates must be included on the transcript entry.

From: EX 333334 COLLEGE-LEVEL EXAMINATION
Fall, 1987 ENG 1310 College Writing I 3.00 CR

From: EX 003009 DANTES EXAMINATION
Spring, 1985 MATH 1315 College Algebra 3.00 CR

From: EX 888886 GED SCORES
Fall, 1982 BIO 1320 Modern Biology I 3.00 CR

From: EX 333338 ACT PROF EXAM PROG
Fall, 1984 SOCI Eladv Fund of Gerontology 3.00 CR

CERTIFICATION STATEMENT

17. This PPS has been approved by the reviewer listed below and represents Texas State's Occupational Education Program policy and procedure from the date of this document until superceded.

Review Cycle: _____

Review Date: _____

Reviewer: _____

Date: _____

Approved: _____

Date: _____

Stephen B. Springer, Program Chair
Occupational Education



Memorandum

To: Admission's Office

Via: Ms. Rebecca Swindal

Approved: Yes No

From: Dr. Stephen Springer

Approved: Yes No

Date: March 11, 2009

Re: John Doe, 000444

I have examined the records of the individual listed above and recommend the following credits be awarded:

From	Code	Sem	Course	Course Description	Grade	Hours
WL	888889	Fall 2008	CS Elna	Sales Service	CR	9
WL	888889	Fall 2008	CS Eladv	Sales Service	CR	9
TV	003773	Spring 1985	RE Elna	Real Estate Law	A	2
TV	001199	Fall 1985	BDCT Elna	R Sta Oper	A	1
NC	888887	Fall 2008	CS Elna	Capital Theory Techni	CR	3
NC	888887	Fall 2008	CS Eladv	Basic Appraisal Prin	CR	4
EX	333334	Fall 2001	ENG 1310	College Writing I	CR	3
EX	333334	Fall 2001	ENG 1320	College Writing II	CR	3
NC	333333	Fall 1987	PFW ACT	Military Phys Ed	CR	2
NC	333333	Fall 1987	PFW ACT	Military Phys Ed	CR	2
NC	333333	Summer 1978	CS Elna	Office candidate	CR	3