

OFFICIAL

OCED Policy and Procedure 3.02

Awarding Undergraduate Credit by Examination

Issued: prior to 1980

(15 paragraphs)

Review Cycle: July 1, EY

Review Date: July 1, 2014

Reviewer: Undergraduate Coordinator, Occupational, Workforce, & Leadership Studies

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 30 hour residency requirement.
4. Documentation (official test results) for credit by examination will be maintained on file in departmental office 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 if transcribed by the OWLS department.
6. No student will be allowed to retest in less than 6 months for CLEP exams and 90 days for DSST exams.
7. Credit awarded by examination will be applicable only to the Bachelor of Applied Arts and Sciences 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 departmental 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 Level Examination Program (CLEP)

| Examination Title | Standard Score | Semester Hours | Texas State Transcript Designation | |
|-------------------------------------|----------------|----------------|------------------------------------|---|
| College 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 |
| College Mathematics | 50 | 6 | MATH | 1315 College Algebra |
| | | | MATH | Elna College Mathematics |
| American Literature | 50 | 6 | ENG | 2359 American Literature before 1865 |
| | | | ENG | 2360 American Literature since 1865 |
| Analyzing & Interpreting Literature | 50 | 6 | ENG | Elna Analysis & Interpretation Literature |
| 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 |
| Introductory 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 |
| College Composition Modular | 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 |
| French Language, Levels I&II | 48 | 4 | FR | 1410 Beginning French I |
| | 50 | 8 | FR | 1410 Beginning French I |
| | | | FR | 1420 Beginning French II |
| | 55 | 11 | FR | 1410 Beginning French I |
| | | | FR | 1420 Beginning French II |
| | | | FR | 2310 Intermediate French I |
| | 59 | 14 | FR | 1410 Beginning French I |
| | | | FR | 1420 Beginning French II |
| | | | FR | 2310 Intermediate French I |
| | | | FR | 2320 Intermediate French II |

10. College Level Examination Program (CLEP) continued

| Examination Title | Standard Score | Semester Hours | Texas State Transcript Designation | |
|---------------------------------|----------------|----------------|------------------------------------|--|
| German Language, Levels I & II | 48 | 4 | GER | 1410 Beginning German I |
| | 50 | 8 | GER | 1410 Beginning German I |
| | | | GER | 1420 Beginning German II |
| | 53 | 11 | GER | 1410 Beginning German I |
| | | | GER | 1420 Beginning German II |
| | | | GER | 2310 Intermediate German I |
| | 60 | 14 | GER | 1410 Beginning German I |
| | | | GER | 1420 Beginning German II |
| | | | GER | 2310 Intermediate German I |
| | | | GER | 2320 Intermediate German II |
| Spanish Language, Levels I & II | 48 | 4 | SPAN | 1410 Beginning Spanish I |
| | 50 | 8 | SPAN | 1410 Beginning Spanish I |
| | | | SPAN | 1420 Beginning Spanish II |
| | 58 | 11 | SPAN | 1410 Beginning Spanish I |
| | | | SPAN | 1420 Beginning Spanish II |
| | | | SPAN | 2310 Intermediate Spanish I |
| | 63 | 14 | SPAN | 1410 Beginning Spanish I |
| | | | SPAN | 1420 Beginning Spanish II |
| | | | SPAN | 2310 Intermediate Spanish I |
| | | | SPAN | 2320 Intermediate Spanish II |
| Biology | 50 | 6 | BIO | 1320 Modern Biology I |
| | | | BIO | Elna Biology |
| 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 | 4 | MATH | 2417 Precalculus |
| Calculus | 50 | 4 | 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

11. DANTES Subject Standardized Tests (DSSTs)

| 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 | Substance Abuse | 49/400 / 3 | SOCI | Eladv 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 | ACC | 2362 Principles of Financial Accounting |
| 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 | 46/400/ 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 | 46/400/ 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 | 48/400 / 3 | MATH | 1319Mathematics for Business and Economics I |
| *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 Technical Writing |
| SI/SO 475 | Business Ethics and Society | 400 / 3 | PHIL | Eladv Business Ethics and Society |

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.

EVALUATION OF CREDIT BY EXAMINATION

12. Evaluators will evaluate credit by examination according to guidelines established in items 10 and 11. 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

13. The department administrative assistant will use OCED PPS 03.01 Attachment A for transcribing of credit by examination.
14. 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, 2012 ENG 1310 College Writing I 3.00 CR

From: EX 333334 DANTES EXAMINATION
Spring, 2013 MATH 1315 College Algebra 3.00 CR

CERTIFICATION STATEMENT

15. This PPS has been approved by the reviewer listed below and represents Texas State's Occupational, Workforce, & Leadership Studies policy and procedure from the date of this document until superceded.

Review Cycle: _____ Review Date: _____

Reviewer: _____ Date: _____
Undergraduate Coordinator, Occupational,
Workforce, and Leadership Studies

Approved: _____ Date: _____
Chair, Occupational, Workforce, and
Leadership Studies



Memorandum

To: Admission's Office
From: Occupational, Workforce, & Leadership Studies
Date: June 1, 2014
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 |
|------|--------|-----------|----------|--------------------|-------|-------|
| EX | 333334 | Fall 2001 | ENG 1310 | College Writing I | CR | 3 |
| EX | 333334 | Fall 2001 | ENG 1320 | College Writing II | CR | 3 |