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## **SOUTHWEST MINNESOTA STATE UNIVERSITY**

### **POLICY**

#### **CREDIT BY EXAMINATION**

##### **I. Departmental Credit by Examination**

###### **A. Departmental Credit by Examination Policy**

Any undergraduate student, currently enrolled at SMSU, who has gained knowledge in certain fields through post high school training or experience and who believes he/she has sufficient knowledge (background information) normally gained through a regular course offered by SMSU, may apply to take a comprehensive examination for credit in that course.

1. SMSU Departments shall have the responsibility for the establishment of criteria to be used in the evaluation of the credit by examination. The departments have the right to accept or reject application for credit by examination. The student is expected to demonstrate a competence comparable to, but not necessarily identical with, that obtained by students receiving credit for the course in the usual manner.
2. Students must be enrolled at SMSU the semester during which the examination is administered and pay a non-refundable fee in advance. This fee is determined by the MnSCU Board of Trustees.
3. Credit by examination is not available to students under the following conditions:
  - a. if they have been previously or are currently enrolled in the course;
  - b. if they have previously taken the course for audit; or
  - c. if they have previously taken an examination for the same course.
4. Credit by examination will not be granted for internships, field experiences, independent study, seminar courses, or practice teaching.
5. Credits earned by examination must be awarded by the 40th instructional day of the semester. If not, they will be awarded the following semester.
6. The instructor must use the Credit/No Credit grading system in awarding a grade for credit by examination. There is a 20 credit limitation on the number of credits earned by examination outside the major which a student may apply towards graduation.

7. Credit by examination may not be used as a means to convert CEU's (Continuing Education Units) to credit.

#### **B. Departmental Credit by Examination Procedure**

1. Students will contact the department Chairperson and the instructor in the program area where they wish to take the examination to determine if that particular course can be offered by examination.
2. Students will obtain the "Credit by Examination" form from the Registration and Records Office.
3. Students will complete the form as indicated and is responsible for obtaining the required signatures which include those of the instructor and of the Department Chairperson. The instructor will confirm the time and place of the examination.
4. The student will take the form to the Registrar so that eligibility may be determined in accordance with the criteria established under I.A., 3, 4, 5, 6, and 7 above.
5. Students will take the credit by examination form to Business Services to pay the appropriate, non-refundable examination fee. The number of credits will be the same as the number listed in the regular course schedule for that course. Students will not be allowed to take the examination until the form has been stamped "paid" by Business Services.
6. Students will take the form to the instructor giving the examination at the scheduled time. The instructor will keep the form and enter a Credit or No Credit grade after the examination has been graded. If the grad is No Credit, no entry will be made on the student's transcript and the student may enroll in the course in order to receive college credit for it.
7. After awarding the CR/NC grade, the instructor will send the completed form to the Registrar's Office for processing.
8. Under no circumstances will a student be allowed credit by examination if he/she is currently enrolled in that course and has gone on record as having paid tuition for the course. The examination must be completed before the student has enrolled in the course.

## **II. CLEP (College Level Entrance Examination Program) Credit by Examination**

### **A. CLEP Credit by Examination Policy**

Southwest Minnesota State University will award credit for successful performance on specified tests in the College Level Examination Program (CLEP) tests. Courses and/or subjects for which CLEP General and Subject examinations are available, levels of acceptable performance, number of credits awarded and restrictions on use of those credits will be determine by the academic departments and the faculty.

CLEP examinations taken before a student matriculates at Southwest Minnesota State University must be presented to the University for evaluation and acceptance at the time of admission. If credit for CLEP examinations appears on the transcript of a student

transferring from an accredited post-secondary institution, the same criteria used in evaluating and accepting all other credits shall apply.

**B. CLEP Credit by Examination Procedure and Regulations**

1. The Office of Academic Affairs will provide the Admissions Office, the Registrar and the Counseling and Testing Services with a record of current courses for which CLEP examinations are acceptable, levels of acceptable performance, number of credits awarded and restrictions on the use of those credits. Academic Affairs will review and update this information periodically with the Academic Departments and the Faculty Association, and keep the Academic Departments informed of any changes in CLEP examinations or standards.
2. The Counseling and Testing Services will provide information about the college Level Examination Program and administer the examinations to interested students.
3. The following regulatory provisions are in effect for CLEP examinations.
  - a. CLEP examinations will be evaluated by the Director of Admissions and the department concerned, and credit will be granted in terms of the curriculum of Southwest Minnesota State University.
  - b. A student must receive a score in the 50<sup>th</sup> percentile to be granted credit, as determined by the appropriate department.
  - c. No more than 20 credits of Credit/No Credit may be counted toward graduation in courses outside the major. This limitation includes Credit/No Credit, credit by examination, and CLEP. The student is advised to check his/her status regarding the number of Credit/No Credit units with the Registrar prior to taking CLEP examinations.
  - d. CLEP examinations may be applied toward the fulfillment of major requirements as determined by the Department.
  - e. Students may transfer CLEP credits from accredited institutions, but the credit will be evaluated at the time of admission in accordance with the admission policy of the University.
  - f. Ordinarily, a student will not be granted credit for an examination if the content is more elementary than courses the student has taken. Exceptions may be made with the approval of the department in which the examination is given.