

Date Passed Senate: May 2, 2006

Date of ESU President's Approval: May 11, 2006

Amended FSB 05011

CREDIT BY EXAMINATION

Date of First Reading: April 18, 2006

Date of Second Reading: May 2, 2006

Senate Sponsor: Academic Affairs Committee

I. Purpose: To broaden the existing policy on retroactive credit so that departments other than the Department of Modern Languages may use retroactive credit as an alternative to credit by examination.

II. Previous Senate Action: FSB 89004

III. Rationale: At present, the policy on retroactive credit applies only to the Department of Modern Languages.

FSB 05011

Credit by Examination

The purpose of credit by examination is to allow an exceptional student to design a college curriculum that better suits his/her needs. By allowing the student to obtain credit for previously acquired knowledge, the university provides a mechanism by which a student can either decrease the time needed to complete a degree or provide time for additional courses, perhaps to complete a second major. To this end, an enrolled student or a prospective student who subsequently enrolls shall be permitted to earn University credits or advanced standing beyond entry-level courses by examination.

The examination credit may be used in one of two ways. 1) The credit may be used to complete the requirements for a degree in a shorter period in that it shall count toward the total number of hours needed for graduation. This credit is acceleration credit. 2) The credit may be used to enrich the student's college program by allowing time for more advanced courses or for courses in additional areas in that it can be used to meet specific course requirements but cannot be counted towards the hours needed for graduation. This credit is enrichment credit. The student shall state at the time of the test or upon enrollment in the University, which ever occurs last, whether he/she wishes acceleration credit or enrichment credit. No more than 15 hours of

acceleration credit shall be allowed on a student's transcript, however, a student can have an unlimited number of hours of enrichment credit.

The grade of P shall be used to indicate courses completed by examination.

Departmental Examinations

Each department within the University may offer credit by a departmentally developed examination. Each department writes the examinations, grades the examinations, and determines passing scores. A prospective student or a regularly enrolled student may, because of maturity, wide reading, courses taken at non-accredited colleges or other off campus preparation, elect to take the examination. Credit by examination cannot be granted after the student has completed a course that duplicates the course sought or has completed courses that may be considered in advance of the course requested. Each department wishing to participate in credit by departmental examination must notify the Registration Office of the course(s) for which a student will have the opportunity of receiving credit in this manner. A fee for taking such an examination shall be established by the Assessment and Teaching Enhancement Center, commensurate with the Board of Regents policy.

Externally Administered Examinations

In addition to departmental examinations, departments may elect to award credit based upon any of several externally developed and administered tests, such as those offered by the American College Testing Service (ACT), College Level Examination Program (CLEP), or the College Entrance Examination Board (CEEB). If a school/college or department elects to award credit based upon the results of these examinations, it must establish acceptable passing scores for the courses for which it wishes to award credit in this manner. In addition, a department may use the scores to fulfill course prerequisites for more advanced courses without awarding credit. The school/college, or department shall notify the Registration Office of its decision to award credit in this manner and the standards that it has established for each course.

Retroactive Credit

Departments that wish to encourage students with sufficient background in a particular subject area to enroll in advanced courses may offer retroactive credit as an alternative to credit by examination. Students interested in following this option must contact the department prior to enrollment in an advance course.

The awarding of retroactive credit is subject to the following restrictions:

- To qualify for retroactive credit, the initial university-level enrollment in the subject course must be at Emporia State University.
- A placement exam must be administered or reviewed by the department to verify that the student has a level of understanding of the subject material that warrants enrollment in an advanced course.
- After completing the course with a B or better, the student must get verification from the department for the awarding of retroactive credit.

The department shall then notify the Registrar that the credit has been awarded. The only grade that can be assigned is P and the department must decide whether the credit awarded is to be enrichment credit or acceleration credit.

Instructional Base

Credit earned through externally developed and administered tests, such as CLEP, or as retroactive credit shall not be included in the computation of the instructional base of the department. One-half the credit hours earned through campus-developed and administered tests may be included in the instructional base.

Assessment and Teaching Enhancement Center

The Assessment and Teaching Enhancement Center shall maintain a list of courses for which credit by examination is possible. Each department within the University shall notify the Registration Office whenever any courses are deleted or added to the list, or when acceptable scores for receiving credit from externally developed tests change. In addition, the Assessment and Teaching Enhancement Center shall aid in the process of awarding credit by examination by establishing days upon which departmental examinations will be given and by registering students for the examinations. In addition, the Assessment and Teaching Enhancement Center shall, if a department so chooses, administer the test to the student.
