

**TEXAS STATE TECHNICAL COLLEGE  
COLLEGE OPERATING PROCEDURE**

4.4

<b>CAMPUS:</b>	<b>Marshall</b>	<b>Page 1 of 4</b>
<b>TITLE:</b>	<b>College Credit by Examination</b>	
<b>OFFICE OF RESPONSIBILITY:</b>	<b>Student Services</b>	
<b>APPROVED BY:</b>	<b>Dr. J. Gary Hendricks</b>	
<b>TITLE:</b>	<b>President</b>	<b>Date: May 6, 2002</b>

**STATUS:** Replaces Policy & Procedure 4.4 "College Credit by Examination"  
Approved: 05/26/92  
Revised: 09/23/96  
Revised: 04/20/98  
Revised :04/26/1999  
Revised: 1211 1 /00  
Revised: 05/06/02 for TSTC Marshall

**PRACTICE:**

It is the policy of Texas State Technical College to allow students to receive credit by examination in courses where proficiency may be determined appropriately either by an approved College Board examination or by TSTC credit by examination.

**PERTINENT INFORMATION:**

Credit by examination is available to students who plan to enter the College and to students who are currently enrolled. The College awards credit for successful completion of AP and CLEP examinations published by the College Board or successful completion of TSTC departmental examinations.

A grade of "CR" (credit) will be assigned for any course in which credit is earned by examination. This grade is not computed in the grade point average.

No more than 24 hours of credit by examination may be obtained either at TSTC or by transfer from other institutions or a combination thereof.

## **GLOSSARY OF TERMS:**

- A. Advanced Placement (AP-) Program: AP is the final examination for a nationally standardized course offered in a limited number of secondary schools. The objective of the AP is to allow students to begin work toward college credits while still in high school.
- B. College Level Examination Program (CLEP): CLEP examinations assess a student's abilities, no matter how or where these abilities were acquired. There are two type of CLEP examinations, General Exams and Subject Exams. The Subject Exams are the only Exams that will be considered for credit.
- C. TSTC Credit by Examination: Comprehensive examinations for course credit authorized by the department chairperson and constructed by qualified faculty.

## **PROCEDURES:**

- A. The College Board Examinations
  - 1. There are two types of College Board Examinations for which TSTC will award credit, AP and CLEP.

Advanced Placement (AP-) Program: For AP credit, students should check with their high school counselors or principal as to the availability of the AP examinations in their school. The AP is offered each May at participating high schools.

The College Level Examination Program-Subject (CLEP): Under the CLEP, the College will award credit for only the specified subject examinations. General examinations are not accepted. A student may attempt a CLEP-SUBJECT (CLEP-S) examination at a National CLEP Test Center before enrolling and have the scores reported to the College. They are offered monthly at other CLEP test Centers such as East Texas Baptist University in Marshall. Further information concerning CLEP test may be obtained from high school counselors and principals, College Level Examination Program, Box 1821, Princeton, NJ 09540, or TSTC Waco in the Career Exploration and Counseling Center.
  - 2. AP scores should be received prior to enrollment for use in course advisement and placement. Students granted AP credit do not have to pay additional tuition or fees for the credited courses.
  - 3. For CLEP tests, after a student has paid the necessary fees (College Board fee and local administration fee) and passed the CLEP test for a

particular course, it is the student's responsibility to take the score report to the Cashier's office and pay the appropriate amount of tuition for the course. The student then takes the score report and receipt to Student Records, where credit for the course is processed.

4. CLEP passing scores are listed in the current catalog and are not negotiable.
5. There will be no refund and no entry made on the student's permanent record in case of a failure of a CLEP test.

#### B. TSTC Credit Examination Option

Comprehensive examinations will be available for all technical courses in which proficiency may be determined appropriately by examination. The examinations will be constructed by qualified faculty and authorized by the department chair.

1. The student may or may not be enrolled in the course to attempt credit by exam. If the student is enrolled, he or she should continue to attend the class throughout the credit by exam process.
2. Within the first five days of the term, the student makes a formal written request to the appropriate department chair to take a comprehensive course examination for course credit; the chair will provide a "Certification for Credit by Examination" form. If the student is already enrolled in the course, the department chair will establish a time to administer the examination.
3. If the student is not already enrolled in the course, he or she will take the completed "Certification for Credit by Examination" form to the cashiers and pay the approved credit by exam fee, which is equivalent to the tuition charge for the course.
4. After payment of the required fee (by a student not already enrolled in the course), the student will show his/her receipt to the Department Chair and schedule the examination. The examination will not be administered after the 8th day of the term. In some cases, the student may have to pass a written component before he or she can attempt a lab component of an exam.
5. If the student scores a "C" level grade or better, the "Certification for Credit by Examination" form will be forwarded to the Admissions & Records Office for processing. If the student has already enrolled in the course, the certification document should not be accompanied by a drop slip. Admissions and Records will credit the student with completion of the

course. The student will not receive a refund of tuition and fees for the course.

6. The Student Records Office will list the course with a grade of "CR" on the student's transcript. This credit will count toward graduation requirements, but grade points will not be assigned nor included in the calculation of the grade point ratio.
7. Students not already enrolled in the course who fail the credit by examination may, with the instructor's permission, enroll in the course (paying all required tuition and fees) by the census day, or they may take the course in a subsequent semester.
8. Students already enrolled in the course who fail the credit by examination will continue enrollment in that course. There will be no entry made on the student's permanent record in case of failure of an examination for credit.
9. As stated in COP 7.10, a student who has failed a course may not obtain credit subsequently via credit by examination. Credit for a course that was failed may be obtained only by re-registering for and repeating the course.