



**TITLE: Credit by Examination Policy**

**EFFECTIVE DATE:** August 20, 2012

**LAST REVISION:** September 23, 2015

Policy No. 1.013.2

**Policy Statement**

SOWELA recognizes that students enroll with varying degrees of preparedness and a wide variety of learning experiences. Among this diverse population are those students who have distinguished themselves academically and those that come to SOWELA with a firm grounding in a particular discipline. The College recognizes the prior learning of its students through this Credit by Examination policy.

SOWELA offers the opportunity to earn advanced placement credit for students who take college level courses while in high school and who take the AP exams administered through the College Board and Educational Testing Services. College credit may also be earned with superior scores on the Mathematics and English subsections of the ACT or COMPASS exams or by passing credit exams administered through the academic departments. SOWELA also awards credit on the basis of the subject examinations of the College Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES).

When a student eligible for credit by examination enrolls at SOWELA and provides sufficient documentation of mastery, a grade of "CR" will be placed on the student's transcript and credit hours will be recorded. These credit hours will not be used in computing grade point averages or in determining academic standing. Applicability of this transcribed credit toward fulfilling degree requirements is determined by the student's academic department.

While SOWELA encourages utilization of these credit by examination programs, students should recognize certain limitations. Credit by examination will only be awarded if the student is officially registered in other courses. A maximum of 30 credit hours may be earned in any one credit exam program. A maximum of 50% of coursework required in a degree program may be earned through credit by examination programs. Examinations for credit may not be taken in any course previously completed or audited. Credit earned by examination is not transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university to which they plan to transfer upon completion of their program at SOWELA.

The Director of Student Success will work closely with the Academic Departments to ensure that an up-to-date table is maintained and published which identifies the credits SOWELA will award for various scores on specified examinations.

## **Advanced Placement**

Administered by the College Board and ETS, the AP programs consist of college-level courses and standardized examinations for high school students. The AP exams are administered annually, usually in May, to students who have participated in the program.

## **ACT/COMPASS**

While ACT and COMPASS scores are integral to proper placement in transitional courses, credit may also be awarded for students who earn superior scores on the Mathematics or English subsections of these exams.

## **College-Level Examination Program® (CLEP) and DSST Exams**

When students come to SOWELA with a firm grounding in a particular discipline, the College recognizes their prior learning by accepting a full range of College-Level Examination Program (CLEP) and DSST (formerly DANES: Defense Activity for Non-Traditional Education Support) exams, which measure mastery of college-level, introductory course content. Students who achieve required credit-granting scores on these exams can earn credits and course exemptions.

## **SOWELA Departmental Credit Exams**

A student who is enrolled in good standing at SOWELA may take a credit examination in a course if that student has fundamental knowledge of the content and/or skills associated with the course. Permission to take the credit exam must be granted by the chair of the department offering the course; the credit exams are developed and graded by faculty. Credit examinations are not available for all courses. A non-refundable fee is assessed for each credit exam. A 75% proficiency performance is required for a passing grade. A credit exam for an individual course may be taken only once. A student who passes a credit exam will receive a grade of "CR".

Source of Policy: Academic Affairs  
Related Policy: n/a

Approved by Chancellor:



Responsible Administrator: Academic Affairs  
LCCS Policy Reference: #L025  
LCCS Guideline Reference: n/a

Date: September 23, 2015