

**William Paterson University Policy**  
**Academic Policy**

<b>SUBJECT:</b>	Credit by Examination	<b>TITLE:</b>	Credit by Examination or Experience		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>University</b> <input type="checkbox"/>	<b>Functional</b> <input checked="" type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Provost and Senior Vice President for Academic Affairs		<b>Responsible Office:</b>	Office of the Provost	
<b>CODING:</b>	02-20-01-02-09	<b>ADOPTED:</b>	9-1-1987	<b>AMENDED: [date amended]</b>	9-1-1987

**LAST REVIEWED:** 10-13-  
2016

**PURPOSE**

This policy describes the university academic requirements and practices to determine credit equivalencies based on examinations or other alternate experiences.

**ACCOUNTABILITY**

The Office of the Provost is responsible for enforcement of this policy

**POLICY**

Currently registered undergraduate students in good standing may receive credit for certain courses by successful performance in examinations offered by academic departments, in examinations of the College Level Examination Program (CLEP), the Thomas Edison College Examination Program (TECEP), or the New York State Excelsior College UExcel Examination Program. In some instances, a supplementary laboratory, practicum, or performance examination may be required to satisfy major program requirements.

Students who think they have sufficient knowledge, acquired by experience or private study, are encouraged to accelerate or enrich the University program in this way. When credit is awarded based on exams administered by academic departments, a grade of P is entered on the transcript and this grade is not included in the grade point average. When credit is awarded by the University for other exam programs, it is entered as transfer credit on the student's transcript. Exam credits entered in this manner do not contribute to calculation of the grade point average because no grade is entered. Failure of external examinations are not recorded on the transcript and therefore do not impact the student's GPA.

The credit-by-examination policy is subject to the following limitations:

1. No duplication of credit is permitted. Credit by exam may not be used to repeat a course in which the student has already earned credit.

2. No examination is permitted in a subject in which students have pursued more advanced work for which they have received credit.
3. Credit by exam is permitted in courses in which failing grades have been previously assigned. However, the failing course grade remains on the transcript and will be used in calculation of the student's GPA
4. The level of achievement required for award of credit is at least that which is normally specified and recommended by the American Council on Education and generally accepted practice.
5. Full-time students who attempt these testing options are still expected to maintain a minimum 12-credit load during any semester of residence; exceptions may be made for students in their final semester of degree completion.

Challenge and/or standardized exams may not be used as part of full-time status in determining financial aid eligibility. Additionally, fees for credit by exam options will not be covered by financial aid.

University policy limits the number of credits a student may be awarded toward the baccalaureate degree through CLEP, TECEP, CPEP, challenge examinations and credits through transfer to a maximum of 90. Students who avail themselves of this maximum advanced standing credit are, nevertheless, expected to fulfill all major program prescriptions even though they may exceed the minimum 120 credits for the baccalaureate degree. The various testing options are discussed more fully below.

## PROCEDURES

### **College Level Examination Program (CLEP)**

The College Level Examination Program is a nationally recognized series of examinations that primarily tests the content and theory of undergraduate courses normally offered during freshman and sophomore years. They are prepared, updated, and processed by the Educational Testing Service.

There are thirty-three computer-based examinations from which to choose. Subject examinations are available and are generally equivalent to freshman-sophomore electives or introductory courses in major program sequences. Subject examinations are equivalent to single-semester (3-credit course) or two-semester (6-credit sequence). The University recognizes and grants credit for a satisfactory performance in these examinations for a minimum standard score of fifty.

Since CLEP examinations are primarily geared to freshman-sophomore levels, a student may be granted a maximum of 60 credits through these examinations whenever earned. Credit is awarded to students after the initial test or the first retest only. Examinations may be repeated after a six-month waiting period. **Any currently enrolled student who has completed 60 or more credits is ineligible to take General Examinations. Any currently enrolled student who has completed 90 credits is ineligible to take Subject Examinations.**

Successful completion of the beginner level of a foreign language CLEP sequence will not satisfy the University's foreign language requirement although the student may be eligible to receive degree credit. Students who pass the introductory level of a foreign language CLEP test

may either complete or place out of by examination the intermediate level of the language to fulfill the University's foreign language requirement.

The Office of Testing maintains the CLEP Examination Program and their course equivalencies at William Paterson University. Additional information that governs these policies may be obtained at the Office of Testing web site [www.wpunj.edu/officeoftesting](http://www.wpunj.edu/officeoftesting).

#### **TECEP and UExcel**

The University recognizes credit earned in TECEP exams, sponsored by Thomas Edison College of New Jersey, and UExcel exams, sponsored by the New York State Excelsior College. William Paterson University recognizes and accepts a grade of CR for TECEP or a C or better for UExcel on some examinations presently available in these series, subject to the following restrictions:

1. No duplication of credit for CLEP, TECEP, or UExcel tests is permitted.
2. Students who have completed content and theory examinations may be required also to take local laboratory or performance examinations under special arrangements and with an additional fee.
3. Certain examinations may not be accepted in fulfillment of baccalaureate major programs and/or certification requirements. Students should consult major advisors about the acceptability and transferability of credit in their major sequence.
4. Unlike CLEP tests, only results of the initial testing are recognized by William Paterson University.

#### **Military Credit**

United States Armed Forces Institute (USAFI) course credit is counted as military credit. USAFI courses, or a combination of both are limited to a total of 30 credits. Credit for military service is granted in accordance with the recommendations published by the American Council of Education (ACE) in the publication, *A Guide to the Evaluation of Educational Experiences in the Armed Services*. Since no military credit will be awarded to a student unless the work was completed prior to entry, any desired USAFI courses should be taken while still on station before enrolling at William Paterson University.

#### **Credit for Veterans**

Following the recommendations of the American Council of Education (ACE), the University awards up to 16 credits to qualified veterans for military and academic experiences. In addition, veterans may apply for an evaluation of any courses they may have completed in special training schools, correspondence schools, and academic courses completed under the auspices of the United States Armed Forces Institute. The University adheres strictly to the minimum recommendation for credit by ACE and USAFI.

By Direction of the Provost and Senior Vice President for Academic Affairs

Date: 10/13/2016