Process Name: Credit By Exam
Date: November 16, 2005
Time: 2:50 p.m.
Location: BAB 202
Participants:
Session Lead:

Narrative/Description: Students enrolled at Sul Ross State University and prospective students may earn up to 30 semester hours college credit by examinations for acceptable scores made on the College Level Examination Program tests (CLEP), DANTES, Advanced Placement, the Scholastic Aptitude Test, and the American College Test. Scores on the CLEP General Examinations and Advanced Placement examinations must be submitted prior to initial enrollment by students who have not attempted any previous college work. Enrolled students desiring CLEP/DANTES credit should take the Subject Examinations. A student may receive credit only in those subjects in which he/she has not earned academic credit accepted by Sul Ross State University. Students may not attempt credit by examination for a course in which they have received failing grades or for a basic course in those areas in which they have acceptable college credit for more advanced courses.

The Registrar’s Office receives an official score report or transcript with posted credit. If the scores meet the minimum required score for awarding of credit, the information is entered manually into SIS. The course credit equivalency is entered through the SIS transfer articulation screens. Earned hours are awarded with a grade CR. Credit by exam/military credit is not included in the GPA calculation.

The credit is displayed on the articulation report generated by SIS. Credit is also displayed in SIS on transcripts and degree audit. Credit is posted to printed transcripts.

Electronic Inputs: None

Manual/Paper Inputs: Data is entered manually into SIS.

Key Decision Points (list all): Credit is based on published tables showing course equivalencies, awarded credit hours, and minimum scores required for credit.

Related Policy(s): Students enrolled at Sul Ross State University and prospective students may earn up to 30 semester hours college credit by examinations for acceptable scores made on the College Level Examination Program tests (CLEP), DANTES, Advanced Placement, the Scholastic Aptitude Test, and the American College Test. Scores on the CLEP General Examinations and Advanced Placement examinations must be submitted prior to initial enrollment by students who have not attempted any previous college work. Enrolled students desiring CLEP/DANTES credit should take the Subject Examinations.
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Students who desire to earn credits by examination should confer with their major advisors, or high school counselors if they have not entered college, for permission before applying to take an examination for credit and paying the required fees.

Appropriate charts showing minimum scores and equivalent courses are listed in the SRSU Catalog.

Interface to Other Systems: None

Web Features: Information is displayed on web services screens.

Electronic Outputs: Articulation report is periodically generated for all evaluated transcripts.

Manual/Paper Outputs: Articulation report can be printed for mailing to students.

Customer(s): Students, faculty, advisors, deans, staff.

Regulatory Items: Texas Education Code

Frequency/Volume: Periodic, throughout academic year.

Potential Break Points: Misinterpretation of charts and minimum scores or recommended credit.

Automation: None

Issues: None

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.