



PROCEDURES
FOR CREDIT BY EXAMINATION
AND
COLLEGE LEVEL
EXAMINATION PROGRAM



UNIVERSITY of MARYLAND
EASTERN SHORE

PROCEDURES FOR CREDIT BY EXAMINATION

Conditions

Credit towards the bachelor's degree may be established by examination under the following conditions:

- The applicant must have completed at least 12 semester credits at UMES with an average grade of "C" or better before making application for an examination to establish credit. The Department Chair and Dean may waive this regulation for entering freshmen who wish to pursue the examination to establish credit based on previous training.



PROCEDURES FOR CREDIT BY EXAMINATION

Conditions

- The total number of credits that may be established by examination cannot exceed 60 semester credits. “Credit by Examination” cannot be used for a course in which the student has previously earned a letter grade (A, B, C, D, or F); or in which the student received a W or I grade. Additionally, credit by examination cannot be awarded for a course which was audited during a previous semester. Usually credit by examination will not be accepted for any part of the final thirty (30) semester credits, which must be completed in residence. However, if permission is granted by the Vice President for Academic Affairs, six (6) semester hours of the final thirty (30) may be established by examination. However, in no case does this permission waive the minimum residence requirement of 30 semester credits.



PROCEDURES FOR CREDIT BY EXAMINATION

Conditions

- The fee for credit by examination is \$30.00 per credit hour for full-time students. A grade of “C” or higher must be obtained in order to establish credit by examination.
- Applications for examination to establish credit by examination must be approved on an individual course basis. Approval will not be granted at the same time for examination in a sequence of courses. Approval to take an examination in any course will depend upon the student having established credit in all prerequisites or having received the approval of the Department Chair, the Dean and the Vice President for Academic Affairs.



PROCEDURES FOR CREDIT BY EXAMINATION

Conditions

- Application for credit by examination is equivalent to registration for a course with the following conditions:
 1. A student may cancel an application at any time prior to completion of the examination with no entry on the permanent record. The examination instructor will make the results of the examination available to the student prior to formal submission of the grade. A student may elect not to have the grade recorded. In this case, the grade of “W” will be recorded. No course may be attempted again in this manner.
 2. Grades earned on examination to establish credit will be posted on the student’s transcript and used in computing the student’s grade point average. Such credits shall be accompanied by the phrase, “Test Credit,” “By Exam” or “By CLEP,” whichever is applicable.



PROCEDURES FOR CREDIT BY EXAMINATION

Conditions

3. The instructor must certify on the report of the examination that copies of the examination questions and the student's answers have been filed in the Office of the Registrar.



PROCEDURES FOR CREDIT BY EXAMINATION

Discussion Topic:

What types of course materials, if any, should be provided by an instructor to a student applying for credit by examination?

Note: Students complete the following section on the application:

I request permission to take an examination in _____, equivalent to the course listed in the University Catalog as _____ and carrying credit for _____ semester hour(s). In support of this request, I submit the following statement providing information as to when, where, and under what conditions a knowledge of this subject matter was acquired: _____

Signature of Student



PROCEDURES FOR CREDIT BY EXAMINATION

Updates and Considerations

- The application to establish credit by examination has been revised and updated.
- A deadline has been added to the application:
Application to establish credit by examination must be made by **November 15th** of the Fall semester or **April 15th** of the Spring semester.
- The form reflects an APPROVAL process. Completion of the first section by the student and the second section by the Office of the Registrar does not indicate that the form **MUST** be approved and signed. A discussion should take place between the department chair and the instructor regarding each application.



PROCEDURES FOR CREDIT BY EXAMINATION

Updates and Considerations

- If, at any time the application is marked Not Approved, the process does not continue.
- The examination should reflect course outcomes.
- The graded examination and complete application must be submitted to the Office of the Registrar before a grade can be issued.



COLLEGE LEVEL EXAMINATION PROGRAM

The College Level Examination Program (CLEP) is an alternative to Credit by Examination, and UMES accepts CLEP tests.

CLEP is a national program of credit-by-examination that offers students the opportunity to obtain recognition for college-level achievement. CLEP credits are treated as transfer credits. CLEP offers two types of tests: General Examinations and Subject Examinations.

Each CLEP test costs \$77.00.

(Fee for credit by examination is \$30 per credit hour.)

(The policy outlined below was taken from the 2003-2005 Undergraduate Catalog.)



COLLEGE LEVEL EXAMINATION PROGRAM

College Level Examination Program (CLEP) – UMES Policy

- No more than thirty (30) hours of credit can be received through CLEP tests for both general and subject examinations combined.
- Credit may be granted to students achieving scores of 50% or more on the general exams.
- In accord with the recommendations of the council of the College Level Examination Program, UMES accepts for college credit the mean score achieved by students in the national norm groups who earned grades of "C" in comparable courses.
- No credit may be granted for CLEP tests which are repeated. If a student takes the test once and fails it, then retakes the test, the student may not receive credit even if the subsequent score meets the criterion.



COLLEGE LEVEL EXAMINATION PROGRAM

College Level Examination Program (CLEP)

- The amount of credit to be awarded is to be determined through approval by the student's major department or the department in whose discipline the test falls.
- CLEP credit will be granted on a pass-fail basis and so entered on the student's record.
- An official, original CLEP score report must be sent from the College Board directly to the UMES Office of Admissions and Registration. Duplicates, examinees' copies of score reports received in any other manner, with the exception of a CLEP examination administered at UMES, are not acceptable.



COLLEGE LEVEL EXAMINATION PROGRAM

College Level Examination Program (CLEP) – Tests Offered

Composition And Literature	Foreign Languages	Business
<ol style="list-style-type: none">1. American Literature2. Analyzing and Interpreting Literature3. College Composition4. English Composition (with and without essay)5. English Literature6. Freshman College Composition7. Humanities	<ol style="list-style-type: none">1. French Language2. Spanish Language	<ol style="list-style-type: none">1. Financial Accounting2. Information Systems and Computer Applications3. Introductory Business Law4. Principles of Management5. Principles of Marketing

Handouts (test information guides) regarding each test will be provided to the respective school.



COLLEGE LEVEL EXAMINATION PROGRAM

College Level Examination Program (CLEP) – Tests Offered

History and Social Sciences	Science and Mathematics
<ol style="list-style-type: none">1. American Government2. History of the United States I3. History of the United States II4. Human Growth and Development5. Introduction to Educational Psychology6. Principles of Macroeconomics7. Principles of Microeconomics8. Introductory Psychology9. Introductory Sociology10. Social Sciences and History11. Western Civilization I12. Western Civilization II	<ol style="list-style-type: none">1. Biology2. Calculus3. Chemistry4. College Algebra5. College Mathematics6. Natural Sciences7. Precalculus

Handouts (test information guides) regarding each test will be provided to the respective school.



COLLEGE LEVEL EXAMINATION PROGRAM

Moving Forward

- **Determine courses for which CLEP tests are accepted**
 - Use the CLEP Test Information Guide to evaluate the test content
- **Determine and publish departmental restrictions**
 - i.e. Pharmacy - AP, CLEP or IB Credits are only accepted for non-science coursework AND must appear on a college transcript



CLEP – SAMPLE TABLE FOR CATALOG

Examination	Minimum Score CBT	Credits Granted	Courses Granted
Business			
Financial Accounting	50	3	ACCT ***
Introduction to Management	50	3	MGMT ***
Introductory Business Law	50	3	ACCT ***
Principles of Marketing	50	3	MKTG ***
Composition and Literature			
English Composition	50	4	Elective
English Composition w/Essay***	50	4	ENGL 101
Freshman College Composition w/ essay***	50	4	ENGL 101
English Literature	50	4	Elective