

## Credit By Exam Policy

Date Effective: Fall, 2014

Issued By: Faculty Senate

Contact: Registrar's Office, 814-393-2229

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### Purpose:

This policy is to provide students with a means to verify prior learning equivalent to college-level learning.

### Policy:

Course credits, not to exceed 38 semester hours, also may be earned by proficiency examination for advanced college work administered by the departments in which the particular proficiency is taught. Enrolled, degree-seeking students who appear to possess proficiency equal to or greater than that required in a particular course may make application for such an examination to the chair of the subject area concerned who will determine the validity of the application. Minimum qualifications for proficiency examination applications are as follows: first-semester freshmen must have scored 550 or above in the critical reading section on the SAT; students other than first semester freshmen must have a GPA of 2.50 or above; and in no case may a student earn credit for a course more than once for any given subject. Proficiency exams are not available to students who are otherwise not enrolled at the university during the semester in which the exam is to be taken. Proficiency exams may not be used to repeat courses in which letter grades have previously been awarded.

### Procedures:

- a. The student must be enrolled at Clarion University of Pennsylvania during the semester in which the proficiency exam is to be taken and must meet the qualifications that are listed above.
- b. Applications for credit by exam may be located at: <http://www.clarion.edu/registrar/forms>
- c. Student should contact the department chair of the course.
- d. Department chair will indicate successful/unsuccessful completion of the examination on the credit-by-exam form and submit the completed paperwork to the Office of the Registrar for processing.