

## **UW-W CREDIT BY EXAMINATION POLICY**

Credits by examination may be obtained at UW-Whitewater through Departmental Examination, the College Level Examination Program (CLEP), the International Baccalaureate (IB) Program, and the College Entrance Examination Board (CEEB) Advanced Placement (AP) examinations. A student may receive a maximum of 60 credits on the basis of examinations.

### **A. DEFINITIONS:**

- a. CLEP is a national program of credit-by-examination that offers the opportunity to be recognized for college-level accomplishments. Examinations for which credits are granted are indicated in this bulletin.
- b. DEPARTMENTAL EXAMS are tests developed by the particular departments and usually are not transferable to any other university. Such tests may already be prepared and kept at the Testing Office or may have to be developed by the individual department, as necessary. Contact the Testing Office to see what the situation involves.
- c. CEEB ADVANCED PLACEMENT EXAMS as well as the INTERNATIONAL BACCALAUREATE (IB) PROGRAM EXAMS serve students who wish to pursue college-level studies while still in secondary school. Contact your high school counselor to determine if your high school participates in these programs. The CEEB AP and IB examinations for which UW-Whitewater grants credits are indicated in this bulletin.

### **B. GRADING:**

- a. CLEP Examinations are computer administered and scored at the Testing Office; the results are usually available immediately.
- b. DEPARTMENTAL TESTS are usually graded by the department and the results are available shortly after the testing session.
- c. Students who complete the full IB diploma program with a score of 28 or above will be awarded 3 additional elective credits.

In all cases, it is the particular department that decides what score is necessary for credits, and for which course the credits are granted. The department or individual faculty member MUST forward a signed memo to the Testing Office stating: name of examinee, date of test, student ID number, pass or fail, name and course number, and number of credits to be granted. The Testing Office will process the test results. If a student passes an exam, the proper credits will be so noted on the student's transcript.

CLEP and Departmental examinations are offered through the Testing Office. After contacting the particular department chairperson concerning the test you want to take, simply contact the Testing Office at 472-5613 to set up an appointment. The testing time per departmental test ranges from one to three hours. Extended time may be needed for some examinations. Check with the Testing Office for specific testing times.

If you are enrolled in a course for which you desire to take a test for credit, the test must be taken no later than one month after the beginning of classes. Credit by examination appearing on transcripts from other accredited institutions of higher education will be accepted directly as transfer credits, provided that the student has earned at least 12 transferable credits at the same institution, in addition to credits gained through examination.