



Credit by Examination Policy

Policy Title: Credit by Examination Policy

Policy Type: Administrative

Policy Number: ADM Policy #03-10-09 (2018)

Approval Date: 09/04/2018

Responsible Office: Office of the Registrar

Responsible Executive: Vice President for Academic Affairs

Applies to: College Community

POLICY STATEMENT

Academic credit may be earned by means of a departmental examination or by means of a standardized examination such as the College Level Examination Program (CLEP). Credit is not permitted for courses previously taken for credit or audit. Credit earned by examination may not be used to reduce the requirement that 25 percent of the semester credit hours required for degree completion must be earned through instruction at Wiley College. The Office of the Registrar will post the credit on the student’s permanent academic record upon receipt of documentation of a passing score and proof of payment as outlined in the Special Fees section of the College Catalog.

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CONTACT(S)

The Office of the Vice President for Academic Affairs officially interprets this policy. The Office of the Vice President for Academic Affairs is responsible for obtaining approval for any revisions

as required by the Executive Cabinet for ADM Policy #03-10-09 (2018). Questions regarding this policy should be directed to the Vice President for Academic Affairs.

STAKEHOLDER(S)

Office of Registrar
Office of Academic Affairs
Full-time Faculty
Students

PUBLICATION

This policy shall be widely published and distributed to the College community to ensure publication and distribution thereof; the responsible office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the College community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate audiences on the policy's content; as necessary
- Educated and train all stakeholders and appropriate audiences on the policy's content as necessary.

Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 09/04/2023
- Approval by, date: Executive Cabinet, 09/04/2018
- Revision History: 07/21/2020
- Supersedes:

RELATED DOCUMENTS

Credit Hour Policy

FORMS

There are no forms associated with this policy and procedures.