Proposal Date: 4/1/2014

**Academic Policy Subcommittee of UCC**

**Proposal to Revise an Academic Policy**

**(Action Item)**

Contact Person: Name: Sylvia Gaiko, email: Sylvia.gaiko@wku.edu , Phone: 745-8985

Identification of proposed policy revision:

1. **Catalog statement on Credit by Exam** policy (page 41 -48 ):

 “Credit may be earned at WKU through the following examination programs: the Advanced Placement Program (AP), the American College Testing Program (ACT), the Scholastic Assessment Test (SAT), the College Level Examination Program (CLEP), International Baccalaureate (IB), the Accounting Pilot and Bridge Project (APBP), and departmental examinations developed by WKU departmental faculty committees. The credit hours earned through these examinations will count toward graduation, but will not be used to compute grade point averages since a letter grade will not be given. Additional information about the exams may be obtained by clicking on the underlined course title in the charts that follow.

Although students may receive credit hours through any of these seven programs, duplicate credit may not be earned. For example, a student who earns credit hours for English 100 through the AP program may not receive additional credit for English 100 on the ACT exam, on a departmental exam, or on the CLEP exams.

High school seniors should take CLEP and ACT or SAT examinations by February at the latest so the results may be available for use in selecting courses during the March or June Academic Transition Program (ATP).

The Office of Admissions notifies students of their eligibility for credit upon receiving an application for admission and the official test score report. Students will receive the credit during the first semester of enrollment.

Credit for Gen Ed paragraph (no necessary, as will not change):

**Advanced Placement Program (AP)**

Students may earn college credit through the Advanced Placement Program of the College Board upon attaining the minimum score on the AP examination. (table not included, as it is not impacted).

**Accounting, Pilot and Bridge Project**

Students may earn three hours of proficiency credit for successful completion of the high school Accounting Pilot and Bridge Project (APBP) course. Students who earn credit from the APBP exam will meet the prerequisite for the second introductory accounting course, ACCT 201 – Introductory Accounting-Managerial. Contact the Department of Accounting at Acct@wku.edu or (270) 745-3895 for more information.

**ACT or SAT English Proficiency Credit**

A student scoring 29 or above on the English section of the Enhanced ACT or 650 or above on the verbal section of the re- centered SAT may be awarded three credit hours for English 100. WKU does not require the written component on either exam. A student who earns credit for English 100 on the ACT or SAT may not receive additional credit for English 100. Official ACT or SAT scores should be sent by the testing company to the Office of Admissions as part of the admissions process. ACT scores may be obtained by contacting ACT Records, P.O. Box 451, Iowa City, Iowa 52243, phone (319)337-1313, or accessing on-line information at [www.act.org](http://www.act.org/). The following code number should be used to have scores sent to WKU: ACT-1562. SAT score information can be obtained by calling 1- 866-756-7346 or on-line at [www.collegeboard.com](http://www.collegeboard.com/). The following code number should be used to have scores sent to

WKU: SAT-1901 The Office of Admissions will notify applicants who qualify for academic credit on the basis of the ACT/SAT scores.

**College Level Examination Program (CLEP)**

The CLEP examinations may be taken each month at any national testing center, including the testing center at WKU. Information about CLEP may be obtained by writing CLEP, CN 6600, Princeton, New Jersey 08540-6600, or accessing on- line information at [www.collegeboard.com](http://www.collegeboard.com/), or by contacting the Counseling and Testing Center, Western Kentucky University, Bowling Green, Kentucky 42101, (270) 745-3159. The following code number should be used to have scores sent to WKU: CLEP-1901.

Students may register for CLEP examinations at WKU by contacting the Counseling and Testing Center or by going online to [www.registerblast.com/wku.](http://www.registerblast.com/wku)

Students applying to WKU should have their scores sent to the Office of Admissions. Students currently enrolled at WKU should request their scores be sent to the Office of the Registrar. The appropriate office will then notify applicants who qualify for academic credit.

**Policies**

1. A student who has completed a course or has received credit by examination at WKU or at another accredited college or university may not receive credit for a CLEP examination of similar content.

2. A student may not take a CLEP examination for credit after having taken a college course at a higher level in the same department (subject matter area).

3. A student may establish credit in all courses or areas in which he/she is able to demonstrate proficiency, provided he/she meets the University’s residence requirements for graduation.

4. A student who fails to earn credit on a CLEP examination may not repeat the same examination within six months of the initial testing date.

5. A student may not repeat by proficiency testing a course which has been previously taken or failed at WKU or another accredited institution.

**CLEP Subject Examinations**

WKU does not require completion of the essay section of the CLEP subject examinations (no table of acceptable scores)

**Departmental Credit By Examination**

Students enrolled at WKU may also receive credit on the basis of departmental examinations. A student may take a departmental examination in any course listed as satisfying a requirement in any of the categories of general education. Departments may offer departmental exams in other courses at their discretion.

A department may adopt either a standardized examination available from outside the University or develop an appropriate proficiency examination within the department by means of a faculty committee. Departmental proficiency examinations may be written, oral or both.

To be eligible to take a departmental proficiency examination, a student must be fully matriculated, in good standing, and regularly enrolled at WKU. Credits earned in this manner will be recorded on the student’s official transcript but will not be considered as a part of the normal semester load in the term in which the examination is taken. A student may not register for a departmental examination for a course while he or she is enrolled in that course. A student may not take a departmental proficiency examination in a course which has been previously taken at WKU or at another accredited institution.

A student desiring to take a departmental examination must complete an appropriate request form in the Office of the Registrar. A fee of $25 per credit hour must be paid at the time the form is submitted. The form must be submitted to the Registrar prior to the end of the third week of classes in either the fall or spring semesters. The Registrar will notify the appropriate department of the student’s request. The department will administer the proficiency examination during the seventh week of classes. The student must obtain the specific time and place for testing from the department head.

After testing has been completed, the department head will notify the Registrar in writing as to whether or not the student demonstrated acceptable proficiency. If the department recommends credit be granted, the semester hours earned will be recorded on the official transcript. However, the credit will not be used in computing the grade point average since letter grades will not be assigned.

**International Baccalaureate**

Western Kentucky University recognizes the International Baccalaureate (IB) program completed in high school. Credit will be awarded by earning the required score in a specific subject. To receive credit the student must furnish an official IB transcript to the Office of Admissions issued directly from the New York office of the International Baccalaureate Organization. Specific information about required scores and credit may be obtained from the Office of Admissions.

**MILITARY SERVICE CREDIT**

WKU strives to be a military friendly institution that will provide military personnel the ability to attend WKU and receive college credit for formal courses and primary occupations offered while in the military. WKU awards college credit based on the American Council on Education (ACE) Guide recommendation. Active duty soldiers or military veterans are required to submit official military transcripts prior to admission. Any soldier who is retired or discharged from the military will be required to submit their official military transcripts and a copy of the DD form 214 (Certificate of Release or Discharge from Active Duty of Service) member copy 4. The DD 214 must have characterization of service listed on the form. The DD 214

Form may be requested at <http://www.archives.gov/veterans/military-service-records/>. Official military transcripts may be requested at <https://jst.doded.mil/>.”

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1. **Rationale for proposed policy revision:**

This aligns residence language to be consistent with other WKU policies regarding residence for graduation, according to SACSCOC standards.

1. **Impact of proposed policy revision on existing academic or non-academic policies:**
	1. Impact on policies: N/A
	2. Impact on populations that may be affected: Limited Impact
2. **Proposed term for implementation:** Fall 2014, with no negative impact to students.
3. **Dates of prior committee approvals:**

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| Academic Policy Subcommittee: | **\_\_\_\_\_\_\_\_\_\_4/14/2014\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Undergraduate Curriculum Committee:  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| University Senate:  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |