

# Policy and Procedure

**Policy Number:** 231Revised

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**Division/Department:** Student Services

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**Subject:** College-Level Examination Program (CLEP) Credit

**Authorities:** M.S. 120B.131, MnSCU Board Policys 3.17, 3.21, and 3.33

**Purpose:** In keeping with MnSCU policy 3.33, PTC may grant credit based on student performance on College-Level Examination Program (CLEP) examinations.

**Definitions:** *College-Level Examination Program (CLEP):* CLEP is a testing program designed to measure prior learning. A student may earn college credits by achieving a specified level of performance on a CLEP examination.

*CLEP Examinations:* CLEP examinations are designed to assess student mastery of introductory (lower division) college course material in particular subject areas.

*American Council on Education (ACE):* ACE is the major coordinating body for all the nation's higher education institutions and seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives. ACE provides recommendations for granting college and university credit for CLEP examinations.

**Policy:** Pine Technical College grants credit for scores CLEP examinations according to the following procedure.

**Procedure:** *Part 1. Minimum Examination Scores.*

*Pine Technical College grants college credit to students who earn a score of 50 or higher on CLEP examinations, with the exception of Level 2 foreign-language examinations, for which a minimum score of 60 for German language, 59 for French language, and 63 for Spanish language is required. These scores conform with recommendations made by the American Council on Education (ACE) and comply with M.S. 120B.131 pertaining to eligible high school students.*

*Part 2. Equivalent Course Credit.*

*Pine Technical College grants equivalent course credit for a specific that covers substantially similar material. Equivalent course credits may be applied to certificate, diploma and/or degree programs as either a required course or as an elective course. The equivalent course table is located in Appendix A to Policy 231.*

*Part 3. Non-Equivalent Course Credit.*

*Pine Technical College grants lower division elective course credit for each CLEP examination that is not substantially similar or equivalent to an existing course offered. Non-Equivalent course credits may be applied to certificate, diploma and/or degree programs as an elective course.*

*Part 4. Credit Limit.*

*Pine Technical College does not limit the total number of credits a student may earn through CLEP examinations so long as the total of earned credits does not contradict the intent of MnSCU Board Policy 3.17 and PTC's Residency Policy 219 (Graduation Requirements) that establishes the number of credits taught by the faculty recommending the awarding of the diploma or degree.*

*Part 5. Transfer of Credit.*

*A student who transfers to another institution within the Minnesota State Colleges and Universities system will have credits granted for CLEP examinations evaluated in accordance with MnSUC Board Policy 3.21 Undergraduate Credit Transfer and System Procedure 3.21.1 Undergraduate Credit Transfer and with Board Policy 3.37 and System Procedure 3.37.1 Minnesota Transfer Curriculum.*

*Part 6. Implementation.*

*Student Responsibility*

- 1. A student must arrange for an official report of CLEP examination scores to be sent from the College Board to the college in order to receive credit.*
- 2. As per Policy 209R Grade and Credit System, the grade 'CR' is given for a credit course in which student elects to test out or submit experience documentation based on standard class assessment. The grade of 'CR' is not computed in the GPA.*

*Subpart B. College Responsibility.*

- 1. The list of available CLEP examinations.*

2. *A list of courses determined to be equivalent to each CLEP examination and the number of credits granted for each examination. The equivalent course table is located in Appendix A to Policy 231.*
3. *The minimum score level required for granting course credit as established above.*
4. *The Registrar or Transfer Specialist completes and records the transfer request from the Transfer Evaluation Form.*
5. *There is not a limit on course credits granted based on CLEP examination score. Students are informed via Pine Technical College's web site and the student handbook.*

**Responsibilities:**

Responsibilities are assigned according to the procedures established above.

**Dissemination:**

Each Division Chair will be responsible for disseminating the policy to Program Faculty in his/her division. Copies will be posted on the Pine Technical College website.

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Approved: \_\_\_\_\_ Date: 10/25/06; 1/16/13  
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