

## WNCC Administrative Procedure

<b>Title:</b>	Credit-By-Examination
<b>Division:</b>	Student Services
<b>Category:</b>	Admission, Registration, and Student Records
<b>Reference:</b>	BP-511 (Transfer Credit) AP-511.01 (Transfer and Experiential Learning Procedure) American Council on Education (ACE) Credit Recommendations for the College-Level Examination Program (CLEP)
<b>Number:</b>	AP-511.02
<b>Date of Approval:</b>	May 12, 2025
<b>Approval:</b>	Greg Dart, President

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Credit-by-examination programs allow individuals to demonstrate mastery of introductory college-level material. With a sufficient score on a specific exam, individuals are able to receive academic credit for prior learning acquired outside of the traditional college classroom.

WNCC will determine from which credit-by-exam programs it will accept credit and the scores required to qualify for academic credit at the College.

### I. College-Level Examination Program (CLEP)

#### A. Provisions

- 1) CLEP exam credits will be recorded as transfer credits on students' transcripts at the time they enroll at WNCC.
- 2) WNCC accepts four general exam scores and 24 subject exams. (Section B)
- 3) The maximum number of CLEP hours that can be recorded at WNCC is 16 credit hours.
- 4) It is not possible to earn CLEP credit for courses already taken in college for which credit was given.

- 5) Students must verify with the Registrar's Office that the exam they take will apply to their program of study.
- 6) Scores are recorded on transcripts as P (pass) or NP (not passing); letter grades are not recorded.
- 7) If CLEP exams are taken prior to enrolling at WNCC, official CLEP score reports should be sent to the Registrar's Office. Students can request official score reports by contacting the College Board.
- 8) For students transferring to WNCC, the Registrar will compare CLEP scores to WNCC passing scores for the year in which the exam was taken. If the score meets the passing score required at that time, then credit is awarded for the course. A grade of "P" is listed on the transcript; failures are not transferred and not recorded
- 9) Every institution establishes its own policies regarding CLEP. If transferring to another school, students are responsible for being aware of that institution's CLEP policies, including requirements, minimum scores, and credit awarded. For more information, students should contact the Registrar's Office of the college or university to which they are transferring.
- 10) CLEP credit may not be counted as part of the class load for financial aid purposes or scholarship eligibility.
  - a) In the situation where there is a question whether CLEP credit should be granted, the decision will be made by a committee composed of the Dean of Instruction, the Registrar, and the Academic Testing and Tutoring Director.

## **B. CLEP Exams Accepted at WNCC with Required Scores**

### **a) General Examinations**

<b>Title of CLEP Test</b>	<b>WNCC Course Equivalent</b>	<b>Required Score</b>	<b>Credit Hours Awarded</b>
College Mathematics	MATH-1170	50	3
Humanities	HUMS-1100	50	3
Natural Science	Natural Science Elective	50	6
Social Science & History	Social Science Elective	50	6

## b) Subject Examinations

CLEP Examination	WNCC Course Equivalent	Required Score	Credit Hours Awarded
<b><u>Business</u></b>			
Business Law, Introductory	BSAD-2500	50	3
Financial Accounting	ACCT-1200	50	3
Information Systems	INFO-1220	50	3
Management, Principles of	BSAD-2540	50	3
Marketing, Principles of	BSAD-2520	50	3
<b><u>World Languages</u></b>			
College French, Level I	FREN-1010	50	5
Spanish Language, Level 1	SPAN-1010 SPAN-1020	50	10
Spanish Language, Level 2	SPAN-2010 SPAN-2020	63	6
<b><u>History and Social Sciences</u></b>			
American Government	POLS-1000	50	3
Educational Psychology, Introductory	EDUC-2000	50	3
History of the United States I	HIST-2010	50	3
History of the United States II	HIST-2020	50	3
Human Growth & Development	PSYC-2150	50	3
Macroeconomics, Principles of	ECON-2110	50	3
Microeconomics, Principles of	ECON-2120	50	3
Psychology, Introductory	PSYC-1810	50	3
Sociology, Introductory	SOCI-1010	50	3
Western Civilization I – Ancient Near East to 1648	HIST-2100	50	3
Western Civilization II –1648 to Present	HIST-2110	50	3
<b><u>Science and Mathematics</u></b>			
Biology, General	BIOS-1010	50	4

<b>CLEP Examination</b>	<b>WNCC Course Equivalent</b>	<b>Required Score</b>	<b>Credit Hours Awarded</b>
Calculus	MATH-1600	50	5
Chemistry, General	CHEM-1090 CHEM-1100	50	8
College Algebra	MATH-1150	50	4

**c. ENGL-1010 and ENGL-1020**

WNCC, in alignment with other Nebraska community colleges, will not accept CLEP Test credits to satisfy requirements for ENGL-1010 (English Composition I) and ENGL-1020 (English Composition II). Both of these courses are a part of the statewide transfer agreement, and chairs from all Nebraska community colleges have agree to not accept CLEP credits in place of these two courses.

Both of these courses require a research component, and the CLEP Test has no way to measure a student's ability to research material and then use this material efficiently and ethically in academic writing. In addition, transfer institutions require that WNCC students complete a minimum ten-page research essay for ENGL-1020 (English Composition II) and taking the CLEP Test would not satisfy this additional requirement for transfer.

## **II. Foreign Language Achievement Testing Services (FLATS)**

WNCC will accept up to 12 credit hours of pass/fail credit-by-examination from the Foreign Language Achievement Testing Services (FLATS or BYU-FLATS).

## **III. Process**

All questions related to the awarding of academic credit by credit-by-examination should be directed to the WNCC Registrar. Questions about the administration of credit-by-examination programs should be directed to the WNCC Testing and Tutoring Director.

### **Revising this Procedure**

This Administrative Procedure supersedes any prior WNCC procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

**Original Adoption Date:** May 12, 2025

**Revision Date:**

**Sponsoring Division:** Student Services