Credit by Examination Policy

Keywords:	course, credit, examination, AP, IB, CLEP, advanced placement, international baccalaureate				
Policy Number:	To be assigned				
Originally Issued:	Prior to 2010	**Revised:**	Fall 2010	**Effective Catalog Cycle:**	Fall 2010
Approved by:	Provost	**Executive Sponsor:**	Provost	**Responsible Office:**	registrar@umkc.edu

I. Policy Statement

Credit by Examination - UMKC offers superior students options to enhance or accelerate their academic programs through credit by examination. Students may earn college credit by demonstrating sufficient knowledge or proficiency in a certain area. The Registration and Records Office provides detailed information regarding the specific exams accepted and scores required. Students may earn up to 30 semester hours of credit through the following options:

Advanced Placement (AP) examinations may count for UMKC degree credit if the exams and scores are acceptable. (Note: UMKC awards credit for specific scores on certain Advanced Placement exams that are administered by the College Board, not simply for enrollment in advanced placement courses at the high school level. In order to receive AP credit, students must have official AP score reports sent to UMKC directly from the College Board. Credit cannot be determined from high school or previous college transcripts.)

International Baccalaureate (IB) examinations are tests taken as the culmination of a special high school study program. Several of the Higher Level exams count for credit if the score earned is a 5 or higher.

College Level Examination Program (CLEP) exams are acceptable for credit in certain areas of study. UMKC accepts only the CLEP Subject Exams. Not all subjects are accepted. Credit is not given for any CLEP General examination. No CLEP Subject Exam may be taken in the final 30 hours of coursework leading to a degree.

Credit by Departmental Examination may be earned if a student has previous knowledge or proficiency in an area of study and arranges to take a departmentally administered examination. If a department chooses to offer credit by examination, the department must provide a test that measures the same level of proficiency as is required to earn credit for enrollment in the course. Frequently this is the final exam for the course. Before taking a departmental examination, students must register in the Registration and Records office and obtain a Credit by Departmental Examination form: (http://www.umkc.edu/registrar/forms/credit_by_exam.pdf). The charge for attempting credit by departmental exam is equal to one credit hour.

Eligibility for credit by departmental examination requires:

1. Enrollment at UMKC in the semester in which the examination is administered.
2. No enrollment in the course that is subject of the examination during the last three terms.
3. Achieve a grade of C or above on the examination in order to receive credit.

II. Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

III. Who Should Read this Policy?

Teaching faculty; Academic advisors; Faculty advisors; All students

IV. Instructions, Procedures and Related Information

See http://www.umkc.edu/registrar/transfer-credit/default.asp#anchor-2 for information on signing up for the tests, receiving credit, and minimum scores needed on each exam to earn credit.

V. Contacts

UMKC Registrar's Office: **Website**: http://www.umkc.edu/registrar/default.asp
Physical Location: 115 Administrative Center, 5115 Oak Street, Kansas City, MO 64110
Mailing Address: 5100 Rockhill Road, Kansas City, MO 64110-2499;
Phone: 816-235-1125; **Fax:** 816-235-5513; **Email:** registrar@umkc.edu

VI. Exclusions

None

VII. History & Updates

Updated to common policy format on September 21, 2010

VIII. Appendices

None