



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

COLLEGE OF ALLIED HEALTH SCIENCES
2787 WINFIELD SCOTT ROAD, BLDG 2398
JBSA FT. SAM HOUSTON, TEXAS 78234



College of Allied Health Sciences
Office of the Dean
CAHS-DPM-005-2018

MEMORANDUM FOR FACULTY, STAFF, AND COLLEGE OF ALLIED HEALTH SCIENCES STUDENTS

SUBJECT: Credit by Examination Policy

A. Purpose: This instruction establishes the USU College of Allied Health Sciences (CAHS) policy concerning award of credit by examination.

B. References: See Enclosure 1.

C. Applicability: This instruction applies to undergraduate students enrolled in the CAHS programs and provides guidance to faculty and staff.

D. Policy: The CAHS will consider awarding of credit based upon the concept that learning may be acquired from different sources of knowledge. For this reason, we recognize various examinations through which students may demonstrate their proficiency with course outcomes. Enclosure 2 will be used to request Credit by Examination. The following regulations/policies apply toward the awarding of credits based upon examination.


1. No more than 45 credit hours may be earned through credit by examination (25 credit hours at the associate level, 45 credit hours at the baccalaureate level).
2. Credit granted through examination will not be considered credit in residence.
3. Examination credit is posted as transfer work on the student's transcript. If an unsatisfactory score is achieved, the examination will not be reflected on the student's transcript.
4. Credit by Examination is not available for courses where credit was previously attempted or awarded.
5. An examination for credit may only be attempted twice with a mandatory 90 day waiting period between each attempt.
6. The following are types of credit producing examinations that are accepted by the CAHS:
 - a. **Advanced Placement (AP)** - The Advanced Placement (AP) Program is sponsored by the College Board and offers secondary school students the opportunity to participate in challenging university-level course work with the potential of receiving university credit. The CAHS requires a minimum score of "3" for credit. Official score reports should be sent to the CAHS Registrar, who will evaluate the report and determine the amount of

sent to the CAHS Registrar, who will evaluate the report and determine the amount of credit to be awarded. In most cases, the ACE recommendation will be used. However, AP tests are under constant evaluation and scores are subject to change according to the evaluation period. See Enclosure 3.

b. College Level Examination Program (CLEP) – The College Level Examination Program (CLEP) provides two types of examinations: (1) General Examinations and (2) Subject Examinations that are available in a variety of disciplines. Students interested in taking these examinations should contact the Assistant Dean of Student and Faculty Development for information regarding costs, testing dates, and procedures for having test scores submitted for consideration for credit. Standards for satisfactory credit are set by the Dean and may be higher than the ACE recommendations. CLEP tests are under constant evaluation and scores are subject to change according to the evaluation period. See Enclosure 4.

c. Defense Activity for Non-Traditional Education Support (DANTES) – These Subject Standardized Tests are provided by DANTES. These are an extensive series of examinations in university subjects that are comparable to the final or end-of-course examination in particular undergraduate courses. Students should contact the Assistant Dean of Student and Faculty Development for more information regarding these examinations and the test dates. Credits are not awarded for all test subjects. DANTES tests are under constant evaluation and scores are subject to change according to the evaluation period. See Enclosure 5.

d. Other Programs – The CAHS supports other established mechanisms of credit by examination that are administered externally of the CAHS. These include, but are not limited to, programs such as the Excelsior College Examinations (ECEs), International Baccalaureate (IB), National Occupational Competency Testing Institute (NOCTI), New York University Foreign Language Proficiency (NYUFLP), and Thomas Edison State College Examination Program (TECEP). These other mechanisms will be considered for credit transfer upon receipt of official transcripts from the sponsoring organization.


(Signature)


(Date)

Dr. Mitchell Seal, EdD, MEd-IT, BSN, RN
Dean, College of Allied Health Sciences
Uniformed Services University of the Health Sciences

Enclosures:

1. References
2. Request for Credit by Examination form
3. Advanced Placement Program guide
4. College Level Examination Program guide
5. DANTES Program guide

References

1. 34 CFR 602.24 – Additional Procedures Certain Institutional Accreditors Must Have
2. MSCHE Standard VIII – Student Admissions
3. MSCHE Standard XI – Educational Offerings
4. MSCHE Standard XIII – Related Educational Activities

**Uniformed Services University - College of Allied Health Sciences
Request for Credit by Examination**

Credit by Examination Policy:

- 1) No more than 45 credit hours may be earned by examination (25 credit hours at the associate level, 45 credit hours at the baccalaureate level).
- 2) Credit awarded by examination is not credit earned in residence.
- 3) An examination may be attempted only twice with a mandatory 90 day waiting period between each attempt.
- 4) Examination credit is posted as transfer credit on the student transcript and will not be included in the grade point average calculation.
- 5) Credit by Examination is not available for courses where credit was previously awarded or attempted.

Student Information:

Name:		ID:	
Address:			
City:	State:		Zip:
Email:			
Phone:			
Degree:	Major:		

Examination Request Information:

Type of Exam	Examination Title	CAHS Equivalent (from Table)
<i>e.g. CLEP</i>	<i>American Literature</i>	<i>ENGL 2327</i>

I have read, been advised of, and understand the CAHS Credit by Examination policy.

Student Signature & Date

Advisor signature & Date

This section only required if the examination requested is not included on the established equivalency tables.

I have reviewed the examination requested and have determined that credit will/will not be awarded:

Credit to be awarded

CAHS Dean, or designee, signature & Date

Approved form received by CAHS Registrar's Office:

CAHS Registrar signature & Date

Instructions for Credit by Examination

1. The student will discuss the Credit by Examination policy with an advisor. The advisor will ensure the course is part of the approved degree plan and that the course has not previously been attempted. Request for Credit by Examination must be approved prior to attempting the examination(s).

2. The student will complete the Request for Credit by Examination form providing all indicated student and examination request information.

The student and the student's advisor must sign and date the request form.

3. The advisor will submit the completed form to the CAHS Registrar. The CAHS Registrar will review the request and verify that the examination requested has been evaluated for the granting of credit.

The CAHS Registrar must sign and date the request form and attach it to the student's permanent record.

4. If the examination has not been previously evaluated for credit, the CAHS Registrar will submit the request to the CAHS Associate Dean for further research and review. Review may require Curriculum Committee approval.

If approved for credit, the CAHS Dean must sign and date the request form and forward to the CAHS Registrar for processing. The CAHS Registrar will notify the student's advisor of the decision.

5. The student is responsible for locating a testing center; registration and payment of any applicable fees; and for requesting that official score reports be sent directly to CAHS for evaluation.

**Uniformed Services University - College of Allied Health Sciences
Advanced Placement Program (AP)**

AP Test Name	Score Required	Credit Awarded	*TCCN Course Equivalent at USU-CAHS
Art, History of Art	3	6	ARTS 1303, 1304
Art, Studio Art Drawing Portfolio or General Portfolio	3	6	ARTS 1301, 2301
Biology	3	8	BIOL 1406, 1407
Chemistry	3	8	CHEM 1411, 1412
Economics/Macroeconomics	3	3	ECON 2301
Economics/Microeconomics	3	3	ECON 2302
English Language and Composition	3	6	ENGL 1301 & ENGL 2311
English Literature and Composition	3	6	ENGL 1301, & ENGL 2332
Environmental Science	3	3	ENVR 1301
French Language	3	6	FREN 1311, 1312
French Literature	3	6	FREN 2311, 2312
German Language	3	6	GERM 1311, 1312
Govt and Politics/Comparative	4	3	GOVT 2310
Govt and Politics/United States	4	3	GOVT 1315
History/European	3	6	HIST 2311, 2321
History/United States	3	6	HIST 1301, 1302
Latin/Virgil	3	6	FLNG 1301, 1302
Latin/Latin Literature	3	6	FLNG 2301, 2302
Mathematics/Calculus AB	3	3	MATH 2313
Mathematics/Calculus BC	3	3	MATH 2314
Mathematics/Statistics	3	3	MATH 1342
Music Theory	3	6	MUSI 1311, 1312
Physics B	3	8	PHYS 1401, 1402
Physics C/Mechanics	3	4	PHYS 2425
Physics C/Electricity & Magnetism	3	4	PHYS 2426
Psychology	3	3	PSYC 2301
Spanish Language	3	6	SPAN 1311, 1312

Note: Exams are subject to review and modification without notice.

***TCCN – Texas Common Course Number used for lower level transfer.**

**Uniformed Services University - College of Allied Health Sciences
College Level Examination Program (CLEP)**

CLEP Test Name	Score Required	Credit Awarded at USU-CAHS	*TCCN Course Equivalent at USU-CAHS
American Government	50	3	GOVT 1315
American Literature	50	3	ENGL 2327
Biology	50	4	BIOL 1406
Calculus	50	3	MATH 2313
Chemistry	50	4	CHEM 1411
College Algebra	50	3	MATH 1314
College Composition – 2-hour exam: 50 minutes multiple choice section, and 70 minutes for two mandatory online essays. - Score schedule according to College Board.	50	3	ENGL 1301 Essays scored every 2 weeks; score mailed to student and score recipient within 2-3 weeks
College French Language [Level 1: 2 semesters]	43-49 50	3 6	FREN 1311 FREN 1311, 1312
College German Language	43-49 50	3 6	GERM 1311 GERM 1311,1312
College Spanish Language	43-49 50	3 6	SPAN 1311 SPAN 1311, 1312
English Literature	50	3	ENGL 2341
Financial Accounting	50	3	ACCT 2301
History of the US I	50	3	HIST 1301
History of the US II	50	3	HIST 1302
Information Systems & Computer Applications	50	3	BCIS 1305
Intro to Educational Psychology	50	3	PSYC Elective (PSYC 2300)
Introductory Business Law	50	3	BUSI 2301
Introductory Psychology	50	3	PSYC 2301
Pre-Calculus	50	3	MATH 2312
Principles of Macroeconomics	50	3	ECON 2301
Principles of Microeconomics	50	3	ECON 2302
Principles of Management	50	3	BUSI Elective (BUSI 3300)
Principles of Marketing	50	3	BUSI Elective (BUSI 3300)
Social Sciences & History	50	3	HIST Elective (HIST 1300)
Western Civilization I	50	3	HIST 2311
Western Civilization II	50	3	HIST 2312

Note: Exams are subject to review and modification without notice.

*TCCN – Texas Common Course Number used for lower level transfer (where applicable).

**Uniformed Services University - College of Allied Health Sciences
Defense Activity for Non-Traditional Education Support (DANTES)**

DSST Test Name	Score Required	Credit Awarded at USU-CAHS	Course Equivalent* at USU-CAHS
A History of the Vietnam War	49	3	HIST Elective (HIST 3300)
Art of the Western World	48	3	ARTS Elective (ARTS 2300)
Business Law II	52	3	BUSI Elective (BUSI 3300)
Ethics in America	46/400	3	PHIL Elective (PHIL 2300)
Fundamentals of Counseling	45	3	PSYC Elective (PSYC 2300)
General Anthropology	47	3	ANTH 2346
Human/Cultural Geography	48	3	GEOG Elective (GEOG 2300)
Human Resource Management	48	3	BUSI Elective (BUSI 2300)
Introduction to Business	46/400	3	BUSI 1301
Introduction to Computing	45/400	3	COSC 1301
Introduction to Modern Middle East	47	3	HIST Elective (HIST 2300)
Introduction to World Religions	48/400	3	PHIL 1304
Management Information Systems	46/400	3	BCIS 1305
Money and Banking	48	3	BCIS Elective (BCIS 3300)
Organizational Behavior	48	3	BUSI Elective (BUSI 2300)
Personal Finance	46/400	3	BUSI 1307
Principles of Finance	49/400	3	BUSI Elective (BUSI 3300)
Principles of Financial Accounting	49	3	ACCT 2301
Principles of Statistics	48/400	3	MATH 1342
Principles of Supervision	46/400	3	BUSI Elective (BUSI 2300)
Western Europe since 1945	45	3	HIST Elective (HIST 2300)

Note: Exams are subject to review and modification without notice.

***TCCN – Texas Common Course Number used for lower level transfer (where applicable).**