

Memo to: All UH-Downtown/PS Holders  
From: Max Castillo, President  
Subject: Credit by Examination

UH-Downtown/PS 03.A.11  
Issue No. 5  
Effective date: 4/21/87  
Page 1 of 1

## 1. PURPOSE

This PS sets forth policies and procedures for obtaining credit by examination.

## 2. POLICY/PROCEDURES

2.1 Credit by examination must be obtained on the basis of one of the following types of examinations:

2.1.1 Nationally recognized standardized examinations such as College Level Examination Program (CLEP), American College Testing (ACT), and Advanced Placement (AP) may be used.

2.1.2 Examinations widely used within a professional field such as TCLEOSE examinations may be used.

2.1.3 Locally designed examinations may be used.

2.2 The faculty of each department is responsible for Date ascertaining the appropriate action in each case.

2.2.1 The faculty determines eligibility of a student to attempt credit by examination.

2.2.2 The faculty determines the courses for which a student may attempt credit by examination.

2.2.3 The faculty determines which examinations may be used for attempting credit by examination.

2.2.4 The faculty determines the minimum level of performance necessary to gain credit on a locally administered examination.

2.2.5 The faculty determines what courses for which credit has been obtained by examination are applicable to departmental degree programs.

2.2.6 Once the department faculty has determined the criteria for credit by examination, these criteria are submitted for approval to the appropriate academic dean and the Vice President for Academic Affairs and Provost, who are responsible for maintaining a consistently high standard for the program.

2.3 A student may not attempt to receive credit by examination for any course in which he/she is or has been enrolled in an accredited institution; however, a student may attempt credit by examination for a course in which he/she is or has been enrolled at a non-accredited institution.

2.4 Nationally used standardized examinations are administered through the testing center; all other examinations are administered through the responsible department.

2.5 A student who fails to receive credit after taking an examination for credit must wait six months before attempting the examination again. Applicable fees must be paid again.

2.6 No student may attempt the examination for a particular course more than twice.

2.7 Credit received by examination does not fulfill residence requirements for graduation from the University of Houston Downtown (UHD).

2.8 No grade is awarded for courses for which credit has been obtained by examination, nor are hours received for such courses averaged into the cumulative grade point average for graduation. The following information appears on the student's transcript:

2.8.1 The course for which credit was received is listed

2.8.2 The number of hours of credit received is listed.

2.8.3 The examination through which credit was received is listed.

## 3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs and Provost

Review: As needed