

Memo to: All UH-Downtown/PS Holders

UH-Downtown/PS 03.A.11

From: William Flores, President

Issue No. 7

Effective date: 05/28/2013

Page 1 of 6

Subject: Credit by Examination and Credit by Approved Equivalencies

1. PURPOSE

This PS sets forth policies and procedures for obtaining credit by examination or other non-course-based means.

2. DEFINITIONS

- 2.1 Examination: An instrument to assess one's knowledge or skill in an academic subject.
- 2.2 Portfolio of Documentation: A record of actions, experiences, and achievements submitted by a student and approved by a department or college as the equivalent of one or more courses or a given number of semester credit hours.
- 2.3 Equivalency Agreement: An agreement between the University and another agency or academic institution that establishes the credit worthiness of a course of study offered by that agency (for example, the Houston Ballet or Glassell School of the MFAH) to be judged equivalent to university course credits.

3. POLICY

- 3.1 It is the policy of the University of Houston-Downtown to recognize the knowledge and achievements of its students, including the knowledge that they can demonstrate through alternate assessment methods, such as examinations.
- 3.2 All recommendations by faculty members and administrators in regard to the recognition of academic achievement shall be based on high academic standards and the best interests of the students.
- 3.3 Students may earn and apply credit toward degrees by establishing their knowledge or skills by means of:
 - Nationally or internationally recognized standardized examinations and/or examinations widely used within a professional field. For a comprehensive list of examinations, see the UHD catalogue.
 - Examinations, portfolios of documentation, or equivalency agreements developed or approved by a department, college and/or university administration at UHD.
- 3.4 The Office of Academic Affairs maintains and publishes the list of approved examinations or alternative methods of documenting academic credit and communicates

course and credit equivalencies by means of the web site: (<https://www.uhd.edu/registrar/students/academic-history/Pages/registrar-credit.aspx>) as well as by special notices to the Registrar, the Testing Office, and academic advisors so that such information is widely known.

- 3.5 This policy applies to baccalaureate degrees, and in all cases credit by examination or by means of other equivalencies is for lower-division (first-year and second-year) courses, unless an explicit exception is noted in the listing provided by the Office of Academic Affairs. Any equivalency for graduate program credits is described in the individual graduate programs.
- 3.6 The maximum number of hours from all non-course-based credit applied to a bachelor's degree is 24.

4. PROCEDURES

- 4.1 The department curriculum committee, the curriculum support committee, or a subset of faculty members authorized by that committee or the chair makes recommendations concerning examinations, scores, or equivalencies for courses or credit hours. A department chair or program chair can also ask the committees to consider recommendations brought to their attention. Recommendations are submitted to the department or program chair.
- 4.2 The department chair or program chair submits the committee recommendations, along with his or her own recommendation, to the dean for approval. After dean approval, the chair informs the University Curriculum Committee of the department's recommendations so that other programs have the opportunity to take appropriate action.
- 4.3 If the recommendations are approved by the University Curriculum Committee, they are then forwarded to the provost for final approval. These procedures are similar to those established for the approval of new courses (PS 03.A.12).
- 4.4 If the recommendations are accepted by the provost, all parties will be informed and the credit equivalencies will take be posted in the UHD catalogue/website immediately.
- 4.5 If the recommendations are not accepted by the provost, the dean will send the provost's concerns back to the department or program chair so that there may be further action if warranted.
- 4.6 Other Provisions:
 - 4.6.1 In accordance with Statutory Statement on the International Baccalaureate (IB) from the Texas Education Code §51.968 "an institution of higher education shall grant at least 24 semester credit hours or equivalent course credit in appropriate subject areas to an entering freshman student for successful completion of the

International Baccalaureate Diploma Program.” The institution may grant fewer than 24 semester credit hours if the student received a score of less than four on an examination administered as part of the diploma program. Code §51.968 also states, “The institution may grant fewer credit hours only with respect to courses that are substantially related to the subject of that examination.” Exact credits given based on test difficulty (high level, standard level), test area, and whether test was accompanied by diploma are listed on the International Baccalaureate (IB) link through the admissions webpage:

[\(https://www.uhd.edu/admissions/transfer/guides/international-baccalaureate/\)](https://www.uhd.edu/admissions/transfer/guides/international-baccalaureate/).

4.6.2 The Testing Center administers nationally accepted standardized examinations. Departments may administer examinations of their own design or which they adopt.

4.6.3 A student who fails to obtain the required score after taking an examination for credit must wait at least six months before attempting the examination again. Applicable fees must be paid again.

4.6.4 No student may present credit earned by examination after having taken the examination more than twice.

4.6.5 Credit received by examination, portfolio or equivalency agreement does not fulfill the UHD 30-hour residency requirement for graduation.

4.6.6 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:

- The course for which credit was received is listed.
- The number of hours of credit received is listed.
- The examination, portfolio and equivalency agreement through which credit was received is listed.

5. EXHIBITS

Credit by Examination and Credit by Approved Equivalencies Form

6. REVIEW PROCESS

Responsible Party: Senior VP for Academic & Student Affairs & Provost

Review: Every three years on or before July 1st.

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

Issue #6 09/28/10

8. REFERENCES

Texas Education Code §51.968

[Credit by Examination Web Site](#)

[International Baccalaureate \(IB\) Credit](#)

University of Houston-Downtown Credit by Examination or Approved Equivalencies Update

Date Prepared:

Effective Semester:

UHD has a list of approved equivalencies or exams by credit that students can use for academic credit toward completion of their degree. Describe the addition, deletion or modification of an approved equivalency or credit by exam. Please include details such as specific scores or activities and the exact courses where credit would be given.

Justification for requested change:

Explain how any major, minor, or certification programs would be affected by this change.

Explain how the requested change would affect the General Education program (common core, application course requirements, enhancement course requirements).

Other helpful information:

Approvals:

_____ Date
Department Curriculum Committee Chair

_____ Date
Department Chair

_____ Date
Dean

_____ Date
University Curriculum Committee Chair

_____ Date
Vice President for Academic Affairs