

Alternative Credit Acceptance: CLEP, AP Exam, Excelsior,
Transcript Review, Course Challenge

Policy 1.0.3

Page 1 of 4

Purpose

To help students receive recognition for the knowledge and skills they have gained both inside and outside the classroom.

Policy Detail

A. Maximum Awarded Alternative Credits:

No more than 15 undergraduate credits may be earned by alternative credit sources. No more than three graduate credits may be earned by alternative credit sources.

Refer to program specific handbook for any additional requirements for acceptance of alternative credit.

B. The following are acceptable sources of alternative credit:

1. **CLEP (College Level Examination Program) and DSST (DANTES Subject Standardized Test)**

official transcripts must be sent to the Office of Admissions directly from the Test Service for evaluation. Matriculated students must submit the [*Request to Accept Credit from Another Institution*](#) form for approval from the Office of the Registrar prior to taking the CLEP or DSST exam. The student is responsible for any associated fees.

<i>PA College Course</i>	<i>CLEP Exam</i>	<i>Minimum Score</i>	<i>Credits Awarded</i>
MAT 190 Calculus 1	Calculus	60	4
CHE 100 General Chemistry	Chemistry	60	3
MAT 160 College Algebra	College Algebra	60	3
PSY 100 General Psychology	Introductory Psychology	60	3
ENG 100 English Composition	College Composition or College Composition Modular	60	3
ECO 150 Survey of Economics	Principles of Microeconomics & Principles of Macroeconomics	60	3
SOC 100 Introduction to Sociology	Introductory Sociology	60	3
SPA 101 Elementary Spanish	Spanish Language (level 1)	60	3
Other Required Courses	Any exam not listed above requires approval	TBD	TBD
Electives	Any exam not listed above requires approval	50	TBD

2. **AP Exam (Advanced Placement Exam)** official transcripts must be sent to the Office of the Registrar directly from the Test Service for evaluation to be completed.

<i>PA College Course</i>	<i>AP Exam</i>	<i>Minimum Score</i>	<i>Credits Awarded</i>
CHE 100 General Chemistry	Chemistry	4	3
ECO 150 Survey of Economics	Microeconomics & Macroeconomics	4	3

Alternative Credit Acceptance: CLEP, AP Exam, Excelsior,
Policy 1.0.3 Transcript Review, Course Challenge

ENG 100 English Composition	English Language Composition	4	3
MAT 160 College Algebra	Calculus (AB or BC)	3	3
MAT 190 Calculus I	Calculus AB	4	4
MAT 190 Calculus I	Calculus BC	3	4
MAT 260 Statistics	Statistics	4	3
PHY 150 Physics	Physics B (Algebra based)	4	3
PHY 150 Physics	Physics C (Calculus based)	3	3
PSY 100 General Psychology	Psychology	3	3
SPA 101 Elementary Spanish	Spanish Language	3	3
Elective	Any exam not listed above	3	3

3. **Excelsior College Examinations:** Credit may be granted for the following general education courses through the Excelsior College Examinations. Official transcripts must be sent to the Office of Admissions directly from Excelsior for evaluation. Matriculated students must submit the [*Request to Accept Credit from Another Institution*](#) form prior to taking the exam. The student is responsible for any associated fees.

<i>PA College</i>		<i>Excelsior College</i>			<i>Credits</i>
<i>Course</i>	<i>Dept.</i>	<i>#</i>	<i>Examinations Title</i>	<i>Minimum Grade</i>	<i>Awarded</i>
BIO 175 & 176	BIOX	210	Anatomy & Physiology	C (Note: Student must already have A&P course on transcript successfully completed greater than 10 years prior to enrollment)	8
BIO 185	BIOX	220	Microbiology	C (Note: Student must already have a Microbiology course successfully completed greater than 5 years prior to enrollment)	3
PHY 150	PHYX	140	Physics	C	3
PSY 100	PSYX	101	Introduction to Psychology	C	3
Elective	Any exam not listed requires approval			C	3

4. **Transcript Review:** A transcript review may be requested to look for evidence that a student has the required learning in the absence of a course-to-course transfer. Faculty in the discipline will be consulted as necessary to verify whether the experience satisfies the requirement. Examples of evidence that will be considered include the following:

- a. Students who have a baccalaureate degree in which the coursework was completed at an institution of higher education in the United States of America will receive credit for ENG 100 English Composition.
- b. Students who have successfully completed a college math course for which college algebra is the prerequisite will receive credit for MAT 160 College Algebra.
- c. Students who have a baccalaureate degree with the following majors will be awarded credit in the corresponding course:

Major	Course
Economics	ECO 150 Survey of Economics
English	ENG 202 Advanced Communication or ENG 300 Advanced Composition for Health Care
Psychology	PSY 100 General Psychology
Sociology	SOC 100 Introduction to Sociology SOC 200 Cultural Diversity
Spanish	SPA 101 Elementary Spanish

5. **Course Challenge:** A student who believes course content has been mastered through prior learning, knowledge, or experience might be eligible for a course challenge which may exempt them from having to take the course. PA College and its representatives retain the right to determine which courses may or may not be challenged.
 - a. **Eligibility:** The student must be currently enrolled at PA College and adhere to the maximum number of alternative credits outlined earlier in this policy. Additionally,
 - i. The course being challenged cannot have an equivalent CLEP/DSST Exam available. If a CLEP/DSST Exam is available, a student is not eligible for a course challenge.
 - ii. The student has not previously attempted the course being challenged at PA College, as per [Policy 2.2.1 Academic Progression - Undergraduate](#). If the course has been unsuccessfully attempted at PA College, the student is not eligible for a course challenge.
 - iii. The student has not previously challenged the course. If the student was already unsuccessful with a previous course challenge attempt, they are not eligible.
 - b. **Requirement:** The student will be required to document how each course outcome has been achieved through their prior learning, knowledge, or experience.
 - c. Students should use the [Course Challenge Application](#), found on MyPACollege Portal > College Services & Resources > Forms, under *Office of Registrar*.
 - d. **Potential outcomes:**
 - I. Course challenge not approved. Student must take the course.
 - II. Course challenge approved for immediate transfer credit. The Registrar's Office will record the transfer credits on the student's transcript.
 - III. Course Challenge Assessment required. A per credit fee will be assessed for all Course Challenge Assessments. No financial aid or payment plans are available to cover this fee as it must be paid out-of-pocket in full prior to the Course Challenge Assessment review. When a Course Challenge Assessment is required,

the College will outline what the assessment entails (for examples, written examination, formal paper, presentation, or other means to demonstrate equivalent learning) and the associated fees. The student chooses whether they want to pay for the opportunity to take the assessment. If the student is successful with the assessment (as determined by the College), transfer credit will be awarded.

- e. The entire course challenge process must be completed prior to the start of the course being challenged. Based on the course being challenged and when the challenge is initiated, the process could take a minimum of 6-8 weeks.

References

- [*Policy 2.2.1 Academic Progression - Undergraduate*](#)
- [*Request to Accept Credit from Another Institution Form*](#)
- [*Course Challenge Application*](#)

Audience:	Students, Advisors
Date Issued:	04/21/03
Date Approved by Faculty:	04/21/03, 11/29/07
Date Revised:	12/06/05, 11/14/07, 06/19/08, 05/18/09, 04/21/10, 03/28/11, 05/23/11, 03/26/12, 05/21/12, 04/22/13, 02/24/14, 09/22/14, 05/23/16, 01/23/17, 03/19/18, 04/23/18, 05/21/18, 10/22/18, 07/28/20
Date Reviewed:	11/14/06, 11/14/07, 06/19/08, 12/22/08, 05/18/09, 04/21/10, 03/28/11, 05/23/11, 03/26/12, 05/21/12, 02/25/13, 04/22/13, 02/24/14, 09/22/14, 10/26/15, 05/23/16, 01/23/17, 03/19/18, 04/23/18, 05/21/18, 10/22/18, 07/28/20
Owner:	Associate Vice President of Academic Affairs