

Title: #V-11. Credit by Examination

Date: April 8, 2024 [replaces version dated July 28, 2017]

Regularly enrolled students may apply to receive credit-by-examination in certain courses offered by the college. Credit-by-examination is available by either of two processes: taking tests prepared by the College-Level Examination Program (CLEP), or taking in-house tests prepared by faculty of the College.

A. Procedures for taking an In-House Examination:

1. Meet with the appropriate Division Dean to obtain and complete a Credit-by-Examination form and to secure permission to proceed.
2. Pay testing fee at the Business Office.
3. Make arrangements with the appropriate instructor to take the test.

Persons meeting specified scores on examinations will then have credit applied to their transcripts.

Several rules must be observed:

1. Application forms for credit-by-examination must be completed and fees paid before the examinations may be given.
2. A student may attempt to take credit-by-examination in any individual course only once.
3. Students may not attempt credit-by-examination in courses for which they are already attending. Additionally, students may not attempt credit-by-examination in courses which they have already completed and for which they have grades on their transcripts.
4. In-house examinations are to be prepared by the department faculty responsible for teaching the course that is to be tested. The Division Dean shall attest that the examination to be used is appropriate to the course.

B. Procedures for taking a CLEP test:

1. The student first registers with CLEP at <https://clep.collegeboard.org/register> and prepays their CLEP exam fees.
2. The student then contacts the Tutoring and Testing Center to schedule their testing appointment.
3. On or before the day of the exam, the student pays the WVU Parkersburg exam fee in the Business Office.

4. The student takes the appropriate examination at the Tutoring and Testing Center on the date and time listed.

CLEP tests may be retaken if unsuccessful on the first try. However, a three-month period must pass before attempting to retake the test.

Responsible Administrator: Vice President for Academic Affairs, 304-424-8242