



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 34.08: Undergraduate Credit by Examination

DATE: August 3, 2022

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach to issuing undergraduate credit by examination.

REVIEW: This OP will be reviewed in March of even-numbered years by the Vice Provost for Academic Innovation and Student Success with substantive revisions presented to the Provost and Senior Vice President by April 15.

POLICY/PROCEDURE

1. It is the policy of Texas Tech University* to recognize students' academic achievement gained through independent study as well as through actual performance in organized classes. Students are given the opportunity to receive credit by special examination in courses where proficiency may be practically determined by examination. Entering freshmen may be granted credit for courses by demonstrating their proficiency through standardized examinations. *Approved by the Board of Regents, TTU, March 30, 1979
2. Credit earned by examination is the same as credit earned by successfully passing the equivalent Texas Tech University course.
3. The student is responsible for complying with the following procedures.
 - a. The student is responsible for having test scores sent to the Office of the Registrar unless taken at Texas Tech University. Score reports from other university test centers must be requested from Academic Testing Services in West Hall. The student is responsible for completing tests for lower-level courses in sufficient time to qualify for registering for higher-level courses.
 - b. Students at Texas Tech University may attempt credit by examination for degree credit during their first year, sophomore, junior, and senior years. The student is responsible for taking the tests early enough to allow sufficient time for scores to be reported to the university and processed by the Office of the Registrar. Students classified as seniors should plan to attempt credit by examination prior to the semester of graduation. Seniors must notify their academic dean's office prior to attempting credit by examination and provide proof of notification upon registering for an exam at Academic Testing Services.
 - c. After the 12th class day, credit by examination may be attempted for a course in which one is enrolled **ONLY** upon written approval of the appropriate academic dean's office.

- d. Credit by examination may be attempted for a course with the same specific sub-subject area as a more advanced course in the same specific sub-subject area completed in the classroom **ONLY** upon written approval of the appropriate academic dean's office.
4. A grade of Credit (CR) will be given to those students earning course credit by examination through the 2007-2008 academic year. Beginning in the 2008-2009 academic year, credit by examination will be recorded according to type of credit: AP credit (AP); CLEP credit (CLP), IB credit (IB). The credit is recorded on the student's transcript and counts in earned hours, but it does not count in attempted hours or in determining grade point averages.
 5. Course credit by examination may not be used to satisfy the minimum residence credit requirement for graduation: 25 percent of work counted toward the degree must be taken at Texas Tech University.
 6. The separate programs by which students may earn course credit by examination include:
 - a. College Board Advanced Placement Examinations that are a part of the Advanced Placement Program (AP);
 - b. Specified subject examinations under the College Board College Level Examination Program (CLEP);
 - c. Departmental examinations prepared, administered, and scored by faculty members who teach the related course (see the [University Undergraduate and Graduate Catalog](#) for more details); and
 - d. The International Baccalaureate diploma and/or examinations.
 - e. Matriculated students seeking credit by examination in foreign languages, not offered through the College Board College Level Examination Program (CLEP), New York University, or University of Pennsylvania must work through Academic Testing Services to attempt to locate another viable option for approval. If no viable option is available, the student will need to take foreign language courses as recommended for their major.
 - f. The Credit by Exam Committee will meet ad hoc to review requests outside of a.-e.

[Attachment: Credit by Exam Notification Memo](#)