**Policy Statement:** Extra-institutional examinations are only available for undergraduate credit. Credit earned by examination will not appear on the transcript until the student has successfully completed twelve or more semester credit hours of academic work at UCO. Credit will be recorded with a neutral grade of P (pass) if the student earns a passing score. No grade is recorded if the student fails the exam. A failed test may be repeated after six months has elapsed. A student may not test out of a course in which s/he is currently enrolled.

**Background:** Extra-institutional credits (formerly advanced standing) at the University of Central Oklahoma are those that result from successful completion of special recognized proficiency examinations and other approved non-university educational experiences. Included in extra-institutional credits are national standardized tests and departmental examinations. Examples include: CLEP -College Level Examination Program; AP- Advanced Placement Program; DSST (DANTES) of the College Entrance Examination Board, International Baccalaureate. Based on ACE (American Council on Education) recommendations, UCO awards credit for non-collegiate sponsored instruction in areas such as military training schools, business, industry, labor unions, government agencies, etc.

Extra-institutional credit may be applied towards satisfaction of degree requirements. Credit earned via this mechanism may not be used to satisfy the 30-hour baccalaureate graduation residency requirement.

UCO has not previously allowed a student to test out of a course in which a letter grade (A, B, C, D, F or I) has been awarded. This is inconsistent with options students have when they enroll in traditional classroom settings. Removal of this restriction will allow students to repeat previously taken undergraduate courses regardless of course delivery method. However, eligibility to apply the OSRHE repeat policy will still be the same as it is for all regular UCO courses.

Prior to this policy UCO practices allowed a student to test out of a course in which h/she was currently enrolled; however, this policy will restrict that option.

**Purpose:** Document institutional academic policy relative to extra-institutional credit and provide policy consistency between extra-institutional credit and credit earned in the traditional classroom setting.

**Implementation Date:** Fall 2010

**Related Procedures:**

**Coordinating Offices:** Enrollment Management, Office of Testing Services
Academic Affairs Point-of-Contact: Associate Vice President for Enrollment Management/Registrar

Policy approved by the Vice President for Academic Affairs on July 19, 2010.

Key Words: Extra-institutional Credit, Advanced Standing, AP, CLEP, DANTES, IB, ACE, NOCTI