Proposal Date: 9/22/2014

**UCC Academic Policy Subcommittee**

**Proposal to Revise an Academic Policy**

**(Action Item)**

Contact Person: Name, email, Phone

Identification of proposed policy revision:

1. **Catalog statement of existing policy:** pp 45-46 of 2014-15 Undergraduate Catalog:

The CLEP examinations may be taken each month at any national testing center, including the testing center at WKU. Information about CLEP may be obtained by writing CLEP, CN 6600, Princeton, New Jersey 08540-6600, or accessing on-line information at [www.collegeboard.com,](http://www.collegeboard.com/) or by contacting the Counseling and Testing Center, Western Kentucky University, Bowling Green, Kentucky 42101, (270) 745-3159. The following code number should be used to have scores sent to WKU: CLEP-1901.

Students may register for CLEP examinations at WKU by contacting the Counseling and Testing Center or by going online to [www.registerblast.com/wku.](http://www.registerblast.com/wku)

Students applying to WKU should have their scores sent to the Office of Admissions. Students currently enrolled at WKU should request their scores be sent to the Office of the Registrar. The appropriate office will then notify applicants who qualify for academic credit.

**Policies**

1. A student who has completed a course or has received credit by examination at WKU or at another accredited college or university may not receive credit for a CLEP examination of similar content.

2. A student may not take a CLEP examination for credit after having taken a college course at a higher level in the same department (subject matter area).

3. A student may establish credit in all courses or areas in which he/she is able to demonstrate proficiency, provided he/she meets the University’s residence requirements for graduation. The credit earned will not count toward WKU residence.

4. A student who fails to earn credit on a CLEP examination may not repeat the same examination within six months of the initial testing date.

5. A student may not repeat by proficiency testing a course which has been previously taken or failed at WKU or another accredited institution.

1. **Catalog statement of proposed policy:**

The CLEP examinations may be taken each month at any national testing center, including the testing center at WKU. Information about CLEP may be obtained by writing CLEP, CN 6600, Princeton, New Jersey 08540-6600, or accessing on-line information at [www.collegeboard.com,](http://www.collegeboard.com/) or by contacting the Counseling and Testing Center, Western Kentucky University, Bowling Green, Kentucky 42101, (270) 745-3159. The following code number should be used to have scores sent to WKU: CLEP-1901.

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3. A student may establish credit in all courses or areas in which he/she is able to demonstrate proficiency, provided he/she meets the University’s residence requirements for graduation. The credit earned will not count toward WKU residence.

4. A student who fails to earn credit on a CLEP examination may not repeat the same examination within three months of the initial testing date.

5. A student may not repeat by proficiency testing a course which has been previously taken or failed at WKU or another accredited institution.

1. **Rationale for proposed policy revision:** The College Board’s College-Level Examination Program (CLEP) is revising the repeat policy from 6 months to 3 months. “Our change was due to the recommendation of our outside consultant who said it would match other similar exams and be more of a service to students who are trying to meet requirements in a timely way” (College Board).
2. **Impact of proposed policy revision on existing academic or non-academic policies:**

4.1 Impact on policies: N/A

4.2 Impact on populations that may be affected: less than 1% retake and thus College Board is not expecting much impact (College Board).

1. **Proposed term for implementation:** Students who test on October 17 or after.
2. **Dates of prior committee approvals:**

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| UCC Academic Policy Subcommittee (if applicable) |  |
| Undergraduate Curriculum Committee  |  |
| University Senate |  |