

Cheyney University Policy Number: AA-2010-1011

Policy Title: Advanced Standing (Advanced Placement & Credit for Life Experience Program)

Approved by: Academic Affairs Council-March 27, 2014
President's Cabinet-April 9, 2014

History: Revised-3-27-2014
Revised – 2-27-2009

Related Policies: NA

Additional References:

A. Purpose:

The purpose of this policy is to define the manner in which students can obtain Advanced Standing at Cheyney University. There are two (2) methods by which to do this: Advanced Placement (AP), and Credit for Life Experience (CLEP). The policy describes the processes for obtaining credit this way.

B. Scope:

This policy should be read and adhered to by all faculty, staff and students at Cheyney University.

C. Definition (s):

Advanced Placement: Allows students who have completed AP courses and have scored satisfactorily on the AP exams, prior to entrance to Cheyney University to receive academic credit and advanced placement for those specific courses.

Credit for Life Experience (CLEP): Allows students who may have learned college level material through life experience, or through other learning opportunities to obtain college level credit for course equivalency by adhering to the procedural guidelines.

D. Policy and Procedures(s):

Advanced Standing:

In order for students to gain Advanced Standing at Cheyney University using either the Advanced Placement (AP) or Credit for Life Experience (CLEP) method, the following procedures described below must be followed.

These methods and components of gaining advanced placement and academic credit in undergraduate academic courses are identified below. No more than

thirty (30) credits may be earned by any combination of these methods and components.

Supporting documentation for approval by any method/component(s) becomes a part of the student’s official academic file.

Advanced Placement (AP)

Students who have completed AP courses and have scored satisfactorily on the AP exams, prior to entrance to Cheyney University may receive academic credit and advanced placement for those specific courses. Departments have designated the appropriate equivalent courses and credits. Students who wish to receive AP credit, based on their AP examinations, should notify the admissions office of the courses and exams they have taken, during the admissions process. Students are required to provide official score reports electronically from the College Board at 1-888-308-0013 or by visiting: www.collegeboard.com, prior to matriculation, this information is to be forwarded directly to the office of the Registrar.

The AP course equivalencies can be found on the university’s admissions and registrar website for public view.

Advanced Placement Exam	Advanced Placement Grade Required	Credits Awarded	Cheyney University Courses
Art History	3 or Higher	3	HAR111 or HAR200
Music Theory	3 or Higher	3	HMU201 or HMU202
Studio Art 2–D Design	3 or Higher	3	GRD100
Studio Art 3—D Design	3 or Higher	3	HAR211
Studio Art Drawing	4 or Higher	3	HAR220
English Language and Composition	4 or Higher	3	HEN112
English Literature and Composition	4 or Higher	3	HEN313
Comparative Government & Politics	3 or Higher	3	RPO102
World History	3 or Higher	3	RHI101
Economics - Macro	3 or Higher	3	BEC210
Economics - Micro	3 or Higher	3	BEC220
Psychology	4 or Higher	3	RPS211
U S Government &	3 or Higher	3	RPO111

Politics			
United States History	3 or Higher	3	RHI211
Calculus AB	3 or Higher	4	MAT160
Calculus BC	3 4, 5	4 4	MAT160 MAT170
Computer Science A	3 or Higher	3	CIS101
Statistics	3, 4 or 5	3	MAT205
Biology	3 or Higher	4	SLF110
Chemistry	4 or Higher	4	SCH111
Environmental Science	3 or Higher	3	SCH200
Physics B	3 or Higher	3	SPH100
Physics C: Mechanics	3 or Higher	4	SPY211
Physics C: Electricity and Magnetism	3 or Higher	4	SPY212
French Language and Culture	3 or Higher	3	HLF101
Spanish Language and Culture	3 or Higher	3	HLS101
Spanish Lit & Culture	3 or Higher	3	HLS102

Credit for Life Experience (CLEP)

Some students may have learned college level material through life experience, or through other learning opportunities. Credit for Life Experience may be gained by following the: the CLEP Exam; life experience portfolio; challenge course exams, where permitted, and Defense Activity for Non-Traditional Education Support (DANTES)

Method 1: College Level Examination Program Exam Method (CLEP)

Students who have had the opportunity to learn material equivalent to the material in an existing university course may request to take the CLEP examination for credit in that course, up to a limit of 15 credits. The initial request should be made during the admissions process, and the CLEP exam(s) must be completed within the first two semesters at Cheyney University. Students may not take CLEP exams for credit for courses already taken at the university, whether the student has passed or failed these courses. Department approval must be obtained prior to taking the CLEP exam(s). If a student passes the CLEP examination for a specific course with a score in the 50th percentile or higher, the student will receive credit for that course. Students are responsible for the cost of the examinations. The university only accepts CLEP scores

received directly from College Board. The official scores must be forwarded directly to the Office of the Registrar. The student's official transcript will carry a notation of credit earned, but no grade shall be awarded. A student may not receive CLEP credit for a course they are currently registered in, or for a course a passing grade previously was earned, a course for which a failing grade has been earned, or as a course repeat. Use of the CLEP tests permits Cheyney University to provide the well-prepared student with opportunities to demonstrate competence in areas of intellectual concern covered in courses, to receive credit in these areas and to enroll in advanced courses earlier. Students will not receive CLEP credit for a Spanish CLEP test for a lower level Spanish course if they have received credit for a higher level Spanish course prior to taking the CLEP test.

Method 2: Credit by Portfolio (CLEP)

Students who have life experience which suggests mastery of specific university courses may develop a reasoned portfolio demonstrating this mastery. Students must apply for such a portfolio review to the relevant department within their first two (2) semesters at Cheyney University. Credit is not granted for field experience, practica, or internship courses. This portfolio will be evaluated by no less than a two (2) person faculty committee, from the relevant discipline. An appropriate number of credits may be granted (not to exceed fifteen (15), after the faculty review. It is important to note that the portfolio must demonstrate (and prove through documentation) the same learning outcomes as a student who passes the same course in the traditional academic setting. The student is required to pay half the cost of the approved credits. The completed portfolio must be submitted to the appropriate Dean for review.

Method 3: Credit by Challenge Examinations (CLEP)

Departments may establish challenge examinations for specific departmental courses. The challenge examination(s) will test mastery of the departmentally designated course material. Departments will notify the Provost's Office of courses for which challenge examinations may be offered. Students may not earn in excess of fifteen (15) credits utilizing this component of CLEP. Students who feel they have mastered the material of a Cheyney University offered course may "challenge the course by examination," taking a test on the course material, rather than enrolling for the course itself. Students may challenge any course for which the examination is available, if they have not received a grade for the course and if the course has not been waived due to demonstrated competency or advanced placement. It is important to note that a student challenging by examination must demonstrate the same learning outcomes as a student who passes the same course in the traditional academic setting.

The comprehensive examination is given at the convenience of the instructor. The student must pass the course with a grade of "C" or higher. The appropriate credit is entered into the student's official academic record. A student in senior status may not use this method to gain advanced standing. The testing department must submit course numbers and names of courses approved to the appropriate Dean for review. It is the responsibility of the Registrar's Office to notify the Office of the Bursar and the Financial Aid office of approved credits.

Method 4: Credit by Defense Activity for Non-Traditional Education Support (DANTES)

Cheyney University has and continues to award academic credit to all military personnel and to veterans based on a variety of presented official military transcripts via The Military Evaluation Program. The military transcript must be presented for evaluation prior to matriculation.

The Military Evaluations Program provides for the evaluation of Service School courses; selected enlisted warrant officer and limited duty officer occupations; Navy enlisted classifications; Department of Defense courses; National Guard and Reserve courses; plus Coast Guard courses. Thousands of Service members can earn college credit for their military training and occupation through evaluations conducted by the American Council on Education (ACE). These recommended credits can be applied to a college degree or a vocational certificate that can lead to career and educational advancement.

The American Council on Education (ACE) conducts evaluations by arranging for faculty subject matter experts to evaluate service school courses, military training and learning experiences occurring within the military Services to determine the comparability of those academic courses and experiences with those in the civilian education community.

ACE is also responsible for actively assisting colleges and universities and other appropriate agencies in understanding and using the credit recommendations and evaluations. College registrars, admissions officers, military education personnel, veterans and other academic personnel may contact the ACE Advisory Service for assistance.

DANTES Military Evaluations Program Manager	(850) 452-1111 ext. 3213
DANTES, Code 20D	DSN: 459-1111 ext. 3213
6490 Saufley Field Rd.	Fax: (850) 452-1005
Pensacola, FL 32509-5243	
E-mail: DANTES_ace@navy.mil	