



**TEXAS SOUTHERN UNIVERSITY**

**CREDIT  
BY  
EXAMINATION**

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**Receive credit for what you have learned through advanced high school courses, independent research, non-credit adult courses or professional development**

**<http://www.em.tsu.edu>**



## For examinations administered by departments

<b>Responsibility</b>	<b>Action</b>
Student	1. Obtain an application for credit by examination in a specific course and any applicable information sheets from the department that offers the course. 2. Complete the application. 3. Meet with the chair of the department offering the desired course to request approval to take the examination and, if necessary, to determine whether or not the credit to be received will meet degree requirements.
Department Chair	4. Review the application. 5. Approve or disapprove the application, and notify the student.
Student	6. If the application is approved, pay the appropriate fees at the Bursar's Office in the basement of the Bell Building. 7. Return the approved Credit by Examination application together with your Fee Paid receipt to the office of the department offering the course.
Department Office	8. Notify the responsible course instructor to make arrangements for the examination.
Course Instructor	9. Contact the student to schedule the examination. 10. Prepare, administer, and grade the examination; report the grade to the Department Office.
Department Office	11. Send the results to the Office of the Registrar with application for "Credit by Examination" together with Fee Paid receipt.
Registrar	12. Verify that the student meets eligibility requirements. 13. Verify that the application for "Credit by Examination" includes the following: a grade, the instructor's signature, and the department chair's approval. 14. Enter the results of the examination on the student's record.
Student	15. Verify that the examination results are reflected on your student record via the Web site @ em.tsu.edu.

## **Fees**

For departmental examinations the administration fee is \$25.00 per course credit hour. Fees for nationally used examinations are set by the originating board.

## **Questions**

For additional questions or further information please

<b>write</b>	Office of Enrollment Services Texas Southern University 3000 Cleburne Houston, Texas 77004; or
<b>visit</b>	244 Bell Building; or
<b>call</b>	713-313-7071; or
<b>e-mail</b>	enrollmanagement@tsu.edu.

**CLEP**

P.O. Box 6600  
Princeton, NJ  
08541-6600  
Ph: (800) 257-9558\*  
Fax: (609) 771-7088

**CEEB**

45 Columbus Ave  
New York, NY 10023-6992  
Ph: (212) 713-8000  
Fax: (212) 713-8143

**AP Services**

P.O. Box 6671  
Princeton, NJ 08541-6671  
Ph: (609) 771-7300 or (888) 225-5427  
E-mail: [apexams@info.collegeboard.org](mailto:apexams@info.collegeboard.org)

**International Baccalaureate Examinations**

IBO North America  
475 Riverside Dr. 16<sup>th</sup> Floor  
New York, NY US-10115  
USA  
Ph: (212) 696-4464  
Fax: (212) 889-9242  
E-mail: [ibna@ibo.org](mailto:ibna@ibo.org)

**Texas Southern University Testing Center**

3100 Cleburne Street, ED 007  
Houston, Texas 77004  
Phone: (713) 313-6838  
Fax: (713) 313-7545  
TSU web site: <http://www.em.tsu.edu/testing>

Texas Southern University  
visit us at <http://www.em.tsu.edu>  
or write us at  
Texas Southern University  
Office of Enrollment Services-Bell Building 2nd Floor  
3100 Cleburne Street  
TSU Box 1855  
Houston, Texas 77004  
Phone: (713) 313-7071 Fax: (713) 313-6764  
E-mail: [EnrollmentManagement@tsu.edu](mailto:EnrollmentManagement@tsu.edu)

## **Credit by Examination**

Through a program of examinations in undergraduate courses, students of any age currently or previously enrolled in Texas Southern University can demonstrate college-level achievement and receive credit for what they may have learned through advanced high school courses, independent research, non-credit adult courses or professional development. Credit by examination is allowable in certain courses in which proficiency can be practicably determined by examination. However, credit by examination is allowable only for those courses that are listed in the current TSU *Undergraduate Bulletin*. To the extent that a student is successful in passing the prescribed examinations, he or she may use the maximum allowable credits received to shorten the length of time required to attain a degree.

## **Approved Examinations**

Credit may be earned through the successful completion of one or more of the following examinations: College Entrance Examination Board (CEEB) specified achievement tests; CEEB Advanced Placement Examinations that are part of the Advanced Placement Examinations (APP)\*; CEEB College Level Examination Program (CLEP); International Baccalaureate Examinations (IB)\*; Modern Language Association Cooperative Foreign Language Examinations; departmental examinations prepared, administered and scored by Texas Southern University faculty members who teach the applicable course(s). In addition to any of the above, a department may require an essay and/or a laboratory and/or an oral examination.

*\*APP and IB examinations are normally taken while the student is in high school, preferably in the spring before expected college enrollment. Information on these examinations is available in high schools through the principals or the counselors. High school students may also take CLEP examinations.*

## **Hours Permissible**

As many as **30 hours** of credit may be earned through the successful completion of the nationally used examinations listed above. These examinations may be administered by Texas Southern University; however, applications should be submitted and the examination fee paid directly to the Examination Board.

As many as **15 hours** of credit may be earned through successful completion of departmental examinations.

More than a combination of the above allotted credit hours may be considered on an individual basis.

## **Acceptable Scores and Credits**

The minimum score for earning credit by examination may vary from examination to examination or by the requirements of the responsible department.

Advanced Placement and International Baccalaureate Examination scores are accepted only for a beginning freshman or a student who has not received credit for these examinations at another college or university. Official reports must be received before credit is awarded. If an official transcript from another college or university from which a student has transferred indicates the credit awarded, then the credit may be awarded.

No credits from any examination are posted or recorded until the student is properly enrolled in Texas Southern University and has successfully completed at least one semester.

**The following policies apply to credit by examination:**

- A student may **not** receive credit by nationally used standardized or departmental examination for a course if he/she is currently enrolled in or has previously audited, attempted, successfully completed, or failed that course or one closely aligned with the examination at this or another institution. Further, credit will **not** be given when the student has credit for courses at a more advanced level than that of the examination, e.g., a course for which this course is a prerequisite.
- Credit by examination may **not** be used to satisfy residence requirements for a degree.
- A grade of Pass (P) will be given for credit earned by examination; however, such grades are not used in determining a student's grade point average. If an unsatisfactory score is achieved, the examination is not reflected on the student's academic record. An examination may be taken no more than twice,

**The following additional policies apply to credit by examination in a foreign language:**

- A student may receive credit by examination in a foreign language only if that language is being taught by Texas Southern University or, if by transfer credit, by the college or university awarding credit.
- A student receiving credit by examination in a foreign language may use that credit for electives if a foreign language is not required in his or her degree program. If a foreign language is required, then he or she must enroll in the course sequence above that for which he or she is given credit.
- If a departmental examination is administered, then it must hold the student accountable for reading, speaking, and writing proficiency.

## **Testing Locations**

Of the nationally used standardized tests, The University Testing Center, 007 Roderick Paige Education Building basement, administers only the CLEP.

Departmental examinations are administered by the responsible departments. All such examinations must be approved by the dean of the college or school in which the responsible department is located. The faculty of the responsible department determines the courses for which a student may receive credit by examination. It also determines the eligibility of a student to take a test in a department's credit by examination process. Finally, the faculty determines what courses for which credit has been obtained are applicable to departmental degree programs.

## **How to Register for Credit by Examination**

### **For CLEP examinations**

You may register for CLEP at the University Testing Center in person or by telephone (713-313-6838). Examinations are given on Mondays and Fridays when classes are in session. The fee for each CLEP examination is \$55.00, payable by credit card or by check or money order to College Level Examination Board. The non-refundable administration fee for each test is \$25.00, payable by credit card (preferred method of payment) or check or money order to Texas Southern University.

# TEXAS SOUTHERN UNIVERSITY

## Enrollment Services

3100 Cleburne Street, Houston, Texas 77004

(713) 313-7071

### CREDIT BY EXAMINATION

#### STUDENT INFORMATION (Please Print)

Name \_\_\_\_\_  
*Last* *First* *Middle*

Student ID number \_\_\_\_\_ Major \_\_\_\_\_

Address \_\_\_\_\_  
*Street*  
\_\_\_\_\_  
*City* *State* *Zip*

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_ @ \_\_\_\_\_

I understand that I must go to the Office of the Bursar to make the necessary payment and must follow all policies and procedures set forth to receive University credit. I must forward all documents to the Dean's Office.

\_\_\_\_\_  
*Student's Signature* *Date*

#### APPROVAL OF CREDIT BY EXAMINATION:

Subject	Number	Title	Credits

Student's name \_\_\_\_\_  
*Last* *First* *Middle*

Student ID number \_\_\_\_\_ Est. Course title \_\_\_\_\_

Course name \_\_\_\_\_ Received the grade of \_\_\_\_\_

\_\_\_\_\_  
*Instructor's Signature* *Print Name* *Date*

\_\_\_\_\_  
*Department Chair's Signature* *Print Name* *Date*

#### REGISTRAR'S OFFICE USE ONLY

Received by \_\_\_\_\_

Received date \_\_\_\_\_

Entered by \_\_\_\_\_

Entered date \_\_\_\_\_

Bursar's Office Stamp
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Receipt# \_\_\_\_\_

Amount \_\_\_\_\_ X \$25.00= \_\_\_\_\_

Date \_\_\_\_\_

Cashier \_\_\_\_\_