



Credit by Assessment at UNO

Credit by Assessment is a program that allows students the opportunity to gain academic credit for prior learning they have acquired by self-study or experience. Assessments may be taken in many subject areas, and credit may be earned by demonstrating proficiency in these assessments. Benefits include saving tuition dollars and shortening the time it takes to earn a degree.

Three types of assessments may be taken for credit at UNO: The College-Level Examination Program (CLEP), DSST (formerly DANTES Subject Standardized Tests), and UNO's Credit by Department Program.

Many post-secondary institutions now offer credit based on CLEP and DSST assessments. These include General Assessments and Subject Assessments. Both are designed to measure factual knowledge and understanding, problem-solving ability, and mastery of college-level, introductory course content in a wide range of disciplines.

UNO's Credit by Department procedure involves attempting an assessment for one of the courses taught by a department. These assessments are constructed by the department for the purpose of measuring knowledge in a particular course being offered at UNO. Credit is granted for the course upon successful completion of the assessment.

The following questions and answers will help you understand more about Credit by Assessment.

1. *Who is eligible for Credit by Assessment?*

Students who are enrolled in any College at UNO may apply credits earned by assessment toward their degree. There are no age limitations. Students are cautioned, however, that only those who feel confident of their knowledge in specific subject areas are encouraged to attempt the assessments. Although there is no penalty for taking an assessment and failing it, the same assessment may not be attempted more than once for credit at UNO. (Credit by Assessment may not be earned in any course taken on an audit basis.)

2. *What might disqualify me from taking assessments for credit?*

The rules governing Credit by Assessment vary from department to department. The following are some limitations that apply to the University as a whole:

THE UNO CLEP CODE IS 6420 AND DSST CODE IS 9360

- An assessment may not be attempted more than once.
- A student who has failed to earn credit in a college course may not attempt Credit by Assessment in the same course. Neither will credit be granted to raise a grade earned in any course.
- A maximum of 30 hours Credit by Assessment (the College of Business has a limit of 24 hours) may be applied toward graduation, i.e., CLEP, DSST, by Department, etc.

- Credits earned by assessment may not be used as part of the terminal residency requirements, so you should check the requirements of your college.
- Students taking UNO Department Assessments must be registered at UNO at the time they attempt the assessment. (Registration is not required to take CLEP/DSST assessments.) You must be a UNO student to have the credit applied to UNO.
- Students attempting Credit by Assessment in courses which they are currently enrolled in must do so before they have completed one month of the course.
- Credit through assessment will not be given for courses that are prerequisites for courses that the student has already earned credit. For exceptions, check with the Department.
- Credit earned on a General Assessment will be reduced by the amount of comparable credit already earned in the division.

3. *What subjects are offered in the Credit by Assessment program at UNO?*

The current UNO policies regarding specific subject areas accepted and scores required are found online at registrar.unomaha.edu/clep and registrar.unomaha.edu/dsst. Contact the Academic Department for specific Credit By Department assessment information

4. *What are my chances of receiving credit if I take the assessment?*

If you have studied the subject in high school or in your field of work and feel confident in your knowledge of the area, then you would stand a good chance of receiving some credit. You are the best judge of your proficiency in a particular area of study, so the decision is up to you.

5. *Are the credits that I earn from these assessments transferable to other colleges and universities?*

As mentioned previously, many colleges accept CLEP/DSST credits. However, each college and University has its own standards of acceptance. If you have any idea which college/university you may be transferring to, contact the college/university and ask about their requirements.

6. *How will the credit be recorded?*

Credit earned by assessment will be recorded as "CR" on the transcript, and this credit will not be used in calculating grade point average.

7. *What is the cost for an assessment for credit?*

The fee for each CLEP assessment is \$97.00. This is paid online directly to CLEP. A ticket containing the assessment name and ticket number is printed after completing the online transaction and brought to the Testing Center (required) on assessment day. (You must pay separately for each assessment you take.) There is a \$25 fee for administering a CLEP/DSST assessment paid to the UNO Testing Center on assessment day prior to taking the assessment. Visit clep.collegeboard.org to see the CLEP informational bulletin for more details and Military Benefits. Go to getcollegecredit.com for DSST information and to pay the \$100 fee. There is a \$40.00 fee for each Credit by Department Assessment paid to the UNO Testing Center. (Fees are subject to change.)

8. *How long do the assessments last?*

Each CLEP assessment is about 90 minutes long and, except for College Composition and College Composition Modular, is made up primarily of multiple choice questions; however, some assessments do include other types of questions. Most DSST assessments are 2 hours long. Credit by Department Assessments take about two hours.

9. *Where and when are the assessments administered?*

CLEP/DSST assessments are available by appointment at the UNO Testing Center.

Arrangements must be made with Academic Departments for Credit by Dept. Assessments.

Each college or university sets their own credit-granting scores based on their own curriculum and grading standards.

10. How do I apply?

Advance registration for a CLEP/DSST Assessment is made through the UNO Testing Center by phone (402.554.4800) or in person (KH 522). To apply for Credit by Department Assessments, you must first contact the Department Chairperson for approval and get a referral to the appropriate professor. You would then go to the Testing Center (KH 522) to fill out the Credit by Department application form and pay for the courses attempted. You will return to the department, give them the application form, and schedule the assessment with the professor. The department will notify the Testing Center of any credit you receive. (Departments may opt not to offer an assessment.)

Examinees wanting to use approved testing accommodation(s) should check with the Testing Center at least 10 working days in advance of the assessment.

11. How will I be notified of my score and the credit I have earned?

You will receive an “instant” report for most CLEP/DSST assessments. If you designate UNO as a score recipient (6420) CLEP or (9360) DSST, the transcript will be sent to the Office of the Registrar to be posted on your UNO transcript.

A Department administering an assessment to a student for Credit by Department is responsible for reporting the credit to the Testing Center by returning the appropriate form. The time lapse shall not be greater than the semester following the time the assessment was given. The Testing Center will then forward the official notice of credit to the student and the Office of the Registrar for posting.

12. What can I do to study for these assessments?

The “Official Study Guide” for CLEP assessments is available on the College Board Website clep.collegeboard.org. DSST assessment preparation can be found under the Resources tab on the getcollegecredit.com website.

13. How can I learn more about Credit by Department?

Contact the UNO Testing Center by phone (402.554.4800), email (unotestingcenter@unomaha.edu), or in person (KH 522) for any general Credit by Department questions. Specific questions should always be directed to the appropriate academic department.

14. What is the Advanced Placement Program?

The Advanced Placement Program is based on the belief that many students are capable of completing college level courses while still in high school. The College Entrance Examination Board assists high schools in planning such courses and provides assessments for them. UNO participates in the Advanced Placement Program and based upon a student’s performance, may grant credit toward graduation. However, Advanced Placement credits so granted is not considered as Credit by Assessment and, therefore, does not count as part of the maximum number of Credit by Assessment hours a student may apply toward graduation. Contact the UNO Office of the Registrar with any questions about the Advanced Placement Program.

Please note: Policies in this brochure apply to computer-delivered CLEP exams introduced in 2001. UNO will also accept official score reports for pencil/paper CLEP exams using its pre-CBT score requirements if the exams are still approved by the University.
Please contact the Testing Center if you have any questions.

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