



## Credit by Examination at UNO

Credit by Examination is a program allowing students the opportunity to gain academic credit for prior learning they have acquired by self-study or experience. Tests may be taken in many subject areas, and credit may be earned by achieving acceptable scores on these tests. Benefits include saving tuition dollars and shortening the time it takes to earn a degree.

Two types of examinations may be taken for credit at UNO: The College-Level Examination Program (CLEP) and UNO's Special Examination Program.

Many postsecondary institutions now offer credit based on CLEP examinations annually. The CLEP exams include General Examinations and Subject Examinations. 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 Special Examination procedure involves "challenging" one of the courses taught at this University by attempting a Departmental Examination. These examinations 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 examination.

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

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### 1. *Who is eligible for Credit by Examination?*

Students who are enrolled in any College at UNO may apply credits earned by examination 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 examinations. Although there is no penalty for taking an exam and failing it, the same exam may not be attempted more than once for credit at UNO. (Credit by Examination may not be earned in any course taken on an audit basis.)

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

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

THE UNO CLEP CODE IS 6420

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

- Credits earned by examination may not be used as part of the terminal residency requirements, so you should check the requirements of your college.
- Students taking Departmental Examinations must be registered at UNO at the time they attempt the exam. (Registration is not required to take CLEP exams.) You must be a UNO student to have the credit applied to UNO.
- Students attempting Credit by Examination in courses which they are currently enrolled must do so before they have completed one month of the course.
- Credit through examination 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 Examination will be reduced by the amount of comparable credit already earned in the division.

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

The current UNO policies regarding specific subject areas accepted and scores required are found online at [registrar.unomaha.edu/clep](http://registrar.unomaha.edu/clep)

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

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 examinations transferable to other colleges and universities?***

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

**6. *How will the credit be recorded?***

Credit earned by examination 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 examination for credit?***

The fee for each CLEP exam is \$90.00. This is paid online directly to CLEP. A ticket containing the exam name and ticket number is printed after completing the online transaction and brought to the Testing Center (required) on exam day. (You must pay separately for each exam you take.) There is also a \$25 fee for administering the exam paid to the UNO Testing Center on exam day prior to taking the exam. Visit [clep.collegeboard.org](http://clep.collegeboard.org) to see the CLEP informational bulletin for more details and Military Benefits. There is a \$40.00 fee for each Departmental Exam (Challenge Exam) paid to the UNO Testing Center. (Fees are subject to change.)

**8. *How long do the examinations last?***

Each CLEP exam is about 90 minutes long and, except for College Composition and College Composition Modular, is made up primarily of multiple-choice questions; however, some exams do include other types of questions. Most Departmental Challenge examinations take about two hours.

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

CLEP examinations are available by appointment at the UNO Testing Center. Special arrangements must be made with Academic Departments for Departmental Challenge exams.

CLEP recommends a common credit-granting score of 50. However, each college or university sets their own credit-granting scores based on their own curriculum and grading standards. (For UNO, see table on page 2.)

#### **10. How do I apply?**

Advance registration for a CLEP Exam is made through the UNO Testing Center by phone (402.554.4800) or in person (KH 522). To apply for Departmental examinations, you must first contact the departmental chairperson for approval and referral to the appropriate professor. You would then go to the Testing Center (KH 522) to fill out the Challenge Exam Application and pay for the exam(s). You will return to the department, give them the application form, and schedule the test with the professor. The department will notify the Testing Center of any credit you receive. (Departments may opt not to offer an exam.)

Examinees with a documented hearing, learning, physical, or visual disability should check with the Testing Center at least 10 working days in advance of the exam regarding testing accommodations.

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

You will receive an “instant” report for most CLEP exams. If you designate UNO as a score recipient (6420), the CLEP transcript will be sent to the Office of the Registrar to determine the hours of credit earned through examination.

A Department administering an exam to a student for Credit by Examination 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 examination was given. The Testing Center will then forward the official notice of credit to the Office of the Registrar.

#### **12. What can I do to study for these tests?**

Information about the “Official Study Guide” for CLEP examinations is available on the College Board Website [clep.collegeboard.org](http://clep.collegeboard.org) in the CLEP Information for Candidates bulletin. Bookstores, libraries, and textbooks used in the courses are other valuable resources.

#### **13. How can I learn more about Credit by Examination?**

If you have additional questions, contact the UNO Testing Center by phone (402.554.4800), by email ([unotestingcenter@unomaha.edu](mailto:unotestingcenter@unomaha.edu)), or in person (KH 522). Questions regarding the Departmental Challenge Examinations other than those noted in this brochure should be directed to the appropriate 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 examinations for them. UNO participates in the Advanced Placement Program and based upon a student’s performance, may grant credit toward graduation. However, Advanced Placement credit so granted is not considered as Credit by Examination and, therefore, does not count as part of the maximum number of Credit by Examination 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 as long as the exams are still approved by the University. Please contact the Testing Center if you have any questions.

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