

DES MOINES AREA COMMUNITY COLLEGE  
EDUCATIONAL SERVICES PROCEDURES

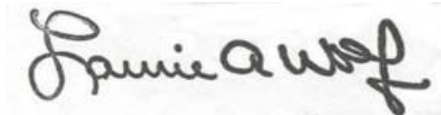
Section: STUDENT RECORDS  
Subject: Awarding Credit for Tests Through College Level Examination Program (CLEP)  
Effective Date: January 1, 2009  
Number: ES4537

I. Institutional Regulation

The College will award credit for the College Level Examination Program (CLEP)

II. Procedure

- A. DMACC may award credit based on scores obtained on the General Examinations and the Subject Examinations.
- B. Up to 30 semester hours of credit can be granted. (6 semester hours per exam maximum)
- C. DMACC awards credit based on the statewide articulation agreement between Iowa's community colleges and the regent universities.
- D. CLEP credit may be applied toward Core Program. Option or Elective requirements where applicable.
- E. A minimum of twelve (12) credit hours of college credit must be earned at DMACC before CLEP credit may be applied to the permanent record.
- F. CLEP credit shall not be granted if it duplicates credit for a course already taken.
- G. Credit earned through CLEP will not be given grades nor will it be considered in determining grade point average.
- H. CLEP credits shall be recorded on academic transcripts in a manner that makes them clearly recognizable as CLEP credits earned by examination.
- I. Any test may be repeated once, if standards are not met. A waiting period of six (6) months is required before an examinee may repeat any General or Subject Examination.
- J. Students should be aware that credit earned through CLEP testing will be subject to policies and procedures of the receiving institution for transfer of credit.



APPROVED: \_\_\_\_\_  
Executive Dean, Student Services

Date: 12-8-08 \_\_\_\_\_



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Senior Vice President, Academic Affairs

Date: 12-8-08 \_\_\_\_\_

CLEP EXAMINATIONS  
GENERAL EXAMINATIONS

Exam	Required Score	Semester Hrs.	DMACC Equivalency
Humanities	Minimum 50	6	Core/Humanities
Natural Science*	Minimum 50	6	Core/Sci (no lab)
Soc Science/History	Minimum 50	6	Core/Soc Sci
College Mathematics	Minimum 50	6	Core/Math

\*AA Degree students must complete a course with laboratory component.

SUBJECT EXAMINATIONS

Exam	Required Score	Semester Hrs.	DMACC Equivalency
American Government	50	3	POL111
American History	50	4	HIS150
American History II	50	4	HIS153
Analysis & Interpretation of Literature	51	4	LIT101
College French I	50	5	FLF151
College French II	62	10	FLF151 FLF152
College German I	50	4	Core/Humanities
College German II	63	8	Core/Humanities
College Span. I	50	5	FLS151
College Span. II	66	10	FLS151 FLS152
English Lit.	50	3	LIT142
General Biology (no lab cr)	50	3	Core/Science
General Chem (no lab cr)	50	3	Core/Science
Human Growth & Development	50	3	PSY121
Information Systems & Computer Applications	50	3	CSC110
Principles of Management	50	3	MGT101
Principles of Accounting	50	4	ACC131
Introductory Business Law	50	3	BUS185
Principles of Macro Economics	50	3	ECN120
Principles of Marketing	50	3	MKT110
Principles of Micro Economics	50	3	ECN130
Introductory Psychology	50	3	PSY111
Introductory Sociology	50	3	SOC110
Trigonometry	54	3	MAT130
Western Civ. I (Ancient Near	50	4	HIS112
West Civ. II (1648-Present)	50	4	HIS113

### Credit by Examination Agreement

This agreement pertains to the College-Level Examination Program, Advanced Placement Program of The College Board, and Institutional Examinations.

- A. Credit by examination will be recorded on the academic transcripts of the granting community college using the grading symbol "T".
- B. The type of examination (title and/or subject), should be noted on the transcript.
- C. Credit by examination will not be granted:
  - 1. If it duplicates courses previously passed or failed.
  - 2. For a course for which the student does not meet the stated prerequisite(s) listed in the granting community college's catalog.
  - 3. For a course which is a prerequisite to one for which credit has previously been earned.
- D. Credit by examination granted in accordance with this agreement will be accepted for transfer provided the transcript shows at least 12 semester hours of residence credit.

#### **College-Level Examination Program (CLEP) Credit**

- A. No more than 6 semester hours will be awarded for the successful completion of a CLEP General Exam. And no more than 30 semester hours will be awarded for the successful completion of all CLEP General examinations.
- B. The 60<sup>th</sup> percentile (the most recent national sophomore norms) will be the minimum score for credit awarded for the General Exams.
- C. The credit-granting institution will determine the credit to be awarded for the successful completion of each Subject Exam.
- D. The 50<sup>th</sup> percentile (the most recent national norms of people who have taken the course) will be the minimum score for credit awarded for the Subject Exams.

#### **Advanced Placement Program (APP) of the College Board Credit**

- A. The credit-granting institution will determine the credit to be awarded for the successful completion of each advanced placement program exam.
- B. A score of "3" will be the minimum score for credit awarded.

#### **Institutional Examinations**

- A. Examinations will be limited to courses offered in the current catalog of the granting institution.
- B. Credit granted will be equal to the catalog course.
- C. The minimum performance level for earned credit will be equal to a "C" grade or higher.

The Chair of the Liaison Advisory Committee for Transfer Student will initiate a meeting each spring, where the current agreement is reviewed by the following:

1. Arts & Science Administrators – Iowa Community Colleges
2. Deans of Liberal Arts – Iowa Regent Universities
3. Chief Student Services Administrators – Iowa Community Colleges
4. Directors of Admissions – Iowa Regent Universities

Continuation of the agreement remains in effect until such time as all cooperating institutions formally approve any revisions.

Approved: 3/26/80  
 Revised 5/28/08  
 Revised 1/01/09  
 LACTS Agreement