OWENS COMMUNITY COLLEGE
INTERNAL OPERATING PROCEDURES AND GUIDELINES

Credit by Proficiency Exam

Board Policy No.: 3358:11-2-26

PROCEDURES AND GUIDELINES:

(1) As long as a student has met the college’s graduation residency requirement, there is no limit placed upon the number of credit hours a student may obtain via proficiency examinations.

(2) The following experiences are some examples that may prepare a student to successfully complete a proficiency examination.

a) The student has had extensive high school work above the normal curriculum which would make certain basic courses repetitious.

b) The student has, through actual work experience, attained the knowledge and competency of skills required in certain courses.

c) The student has taken coursework at another institution of post-secondary education which is not transferable but which has given him/her sufficient background to make certain courses repetitious.

d) The student has completed coursework in an apprenticeship or vocational program.

e) The student has completed studies in a civil or military training program.

(3) College-administered course proficiency examinations:

a) This may be oral and/or written and may in certain circumstances require the demonstration of laboratory skills.

b) This may be attempted only one time per course.

c) Students enrolled in courses beyond the designated drop date(s) cannot petition for proficiency exams in those courses.

d) If a student has completed a course by regular enrollment and received a grade (“A”, “B”, “C”, “D”, “F”, “I”, “P/NC” or “F/NC”), the student is not eligible to take a proficiency examination for that course.

e) A student’s failure of the first course in a sequence forfeits the student’s right to take proficiency examinations for subsequent courses in the sequence.

f) A prospective student must have completed all admissions application steps and be eligible for registration.

g) Will be administered by an employee of the college and must be completed within two weeks of proficiency application date.

h) An Owens student or state-issued identification is required of all students at the time of examination.

i) Locally developed and administered proficiency tests may not be transferable to other colleges.

(4) College level examination program (CLEP)

a) CLEP test results are accepted by Owens Community College to award college credit.

b) Credit may be awarded for one or more courses through CLEP scores but at least fifty per cent of a degree program must be taken through actual coursework at Owens Community College.
c) A listing of CLEP tests and minimum cut-off scores accepted by Owens Community College is available through the Office of the Registrar.

(5) Advanced Placement examination (AP).

a) AP examinations are given to high school students who have excelled in advanced level high school courses.

b) The test is not administered by Owens Community College.

c) The AP test determines whether a student has sufficiently mastered course content to warrant receiving college credit for work completed in high school.

d) The college will award advanced placement credit based on individual test results and guidelines provided by the Ohio Board of Regents.

These procedures were reviewed by the Academic Standards Committee for implementation through the Office of the Provost.

Any changes to the procedures must be submitted to the Board Secretary for President’s Cabinet review.

These procedures conform to the POLICY approved by the Board of Trustees on November 9, 2010, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of November 20, 2010.

PJ 11-10-10