



## *Credit by Exam*

Jefferson College uses several tests designed to grant college credit to students with a wide variety of educational experiences. Any student enrolled at Jefferson College who has or would like to participate in the following programs may be eligible:

- College Level Examination Program
- Advanced Placement Program
- Departmental Proficiency Exam Program

Students are encouraged to consult with Jefferson College faculty advisors or department Deans regarding the use of credit by examination in their educational planning.

## *Policy Statements*

***Grades for Credit by Examination:*** Credits earned by examination are equated, when possible, to a specific Jefferson College course. This course will appear on the Jefferson College Transcript with the note, "Credit by Examination." No letter grade will be given; a dash will appear in lieu of a grade. Failure to pass an examination will not be recorded. Credits accumulate toward the 62-semester hour associate degree requirement.

Students may test out of no more than 30 college credit hours. The credit awarded will not affect GPA.

***Transfer of Credit by Examination:*** Students should be advised that different colleges use different policies on the acceptance of credit by examination. We encourage students to have current transfer guidelines in hand before testing.

***Improving Prior Grades:*** The Credit by Examination program measures learning achieved through non-traditional curriculum experiences. Students may not use this program to upgrade college courses with deficient grades.

## ***CLEP***

The College Level Examination Program (CLEP) is designed to evaluate your college-level learning, no matter how or where the learning took place. CLEP examinations, designed by the College Entrance Exam Board, are divided into two types, general and subject. Jefferson College will grant credit for subject exams.

When the exam is similar in content to a course offered by Jefferson College, credit will be equated to a specific course. When no course equivalent exists at Jefferson, credit may be granted as elective hours in the same field as the examination. Credit would be recorded on the student's transcript and identified with a dash instead of a grade.

Students who have college credit should note that credit will not be given for CLEP exams if the student has college credit for the equivalent course.

**Fees for CLEP will total \$114 per test.**

***CLEP charges an \$89 fee, and Jefferson College charges a \$25 fee to proctor the exam.***

***Posting Fee:*** There is a fee for posting the credits on your transcript, which is equivalent to one credit hour of tuition at Jefferson College.

Students interested in taking these exams can obtain information about testing centers, exam information and registration procedures by contacting the Testing Center at Jefferson College, (636)797-3000 or 942-3000, ext. 3147 or 3148. If a student is interested in obtaining college credit from Jefferson College, a copy of the test scores should be sent to the Registrar's Office with a request that the office evaluate test score transcripts for college credit. There is a fee for posting the credits on your transcript, which is equivalent to one credit hour of tuition at Jefferson College.

Please see page 3 for a list of subject CLEP exams that will be considered for credit.

**The following is a list of subject CLEP exams that will be considered for credit:**

<i>Test – CLEP Subject Exams</i>	<i>Semester Hours</i>	<i>Jefferson College Courses</i>
General Biology	5	BIO 101 General Biology
Principles of Management	3	BUS 120 Principles of Management
Financial Accounting	3	BUS 240 Financial Accounting
Introductory Business Law	3	BUS 265 Business Law
General Chemistry	5	CHM 111 General Chemistry I
Info. Systems & Computer Applications	3	CIS 125 Intro to Data Processing
Principles of Macroeconomics	3	ECO 101 Macroeconomics
Principles of Microeconomics	3	ECO 102 Microeconomics
Freshman College Composition*	3	ENG 101 English Composition I
English Literature	3	ENG 225 English Lit: Before 1800 (or) ENG 226 English Lit: After 1800
American Literature	3	ENG 228 American Lit: Before 1865 (or) ENG 229 American Lit: After 1865
French (Score 50 – 58)	5	FRN 101 Beginning French
French (Score 59+)	10	FRN 101 Beginning French & FRN 102 Intermediate French
Western Civilization I	3	HST 201 Ancient & Medieval Civilization
Western Civilization II	3	HST 202 Renaissance/Early Modern Europe
Principles of Marketing	3	MGT 150 Marketing
College Algebra	3	MTH 134 College Algebra
Precalculus	5	MTH 141 Precalculus
Calculus	5	MTH 180 Calculus I
Introductory Psychology	3	PSY 101 General Psychology
Human Development	3	PSY 205 Human Development
Introductory Sociology	3	SOC 101 General Sociology
Spanish (Score 50 – 62)	5	SPN 101 Beginning Spanish
Spanish (Score 63+)	10	SPN 101 Beginning Spanish & SPN 102 Intermediate Spanish

\* To receive credit for English Composition I, an essay, graded by Jefferson College English faculty, must be successfully completed in addition to receiving a passing score on the CLEP Freshman College Composition test. *(The fee for the administration & grading of the essay is \$35.)*

## ***Military Experience***

Experience in the Armed Services may be considered for credit based upon:

1. The relevance of such skills to the student's graduation plans and major area of study, (***and***)
2. The recommendation of the American Council on Education: Commission on Accreditation of Service Experiences as stated in "A Guide to the Evaluation of Educational Experiences in the Armed Services."

***Posting Fee:*** There is a fee for posting the credits on your transcript, which is equivalent to one credit hour of tuition at Jefferson College.

## ***Advanced Placement Programs (AP)***

Sponsoring high schools that have offered A.P. classes provide for A.P. Examinations at the end of the course. Students forward the results of the A.P. Exams through the College Entrance Examination Board to Jefferson College. College credit is granted for students earning a minimum score of three (3) on the exam.

***Posting Fee:*** There is a fee for posting the credits on your transcript, which is equivalent to one credit hour of tuition at Jefferson College.

### **Advanced Placement Examinations:**

<b><i>Test Equivalency</i></b>	<b><i>Semester Hours</i></b>	<b><i>Jefferson College Course</i></b>
Biology	5	General Biology
Chemistry	5	General Chemistry I
English	6	English Comp. I & II
European History	3	Renaissance to Modern Europe
French	10	Beginning & Intermediate French
Mathematics		
Calculus AB	8	College Algebra/Calculus I
Calculus BC	10	Calculus I & II
Physics B	5	Elementary College Physics
Physics C	6	Introduction to Physics & General Physics I
Psychology	3	General Psychology
Spanish	10	Beginning & Intermediate Spanish
U.S. History	3	U.S. History I (student must also successfully complete the MO Constitution test with a score of 75 or higher) or U.S. History II

## ***Departmental Proficiency Examinations***

Students who are considering Jefferson College Departmental Proficiency Examinations may initiate this procedure by completing an Application for Departmental Proficiency Examination. Contact the Department's Division Chair or appropriate faculty person for applications. The cost is \$40.00 per exam plus a fee for posting the credits on your transcript, which is equivalent to one credit hour of tuition at Jefferson College.

### ***Tests which are available are:***

BIT100	Keyboarding Skillbuilding
BIT110	Keyboarding Speedbuilding
ETC103	DC Circuits
ETC104	AC Circuits
MTH105	Industrial Math
MTT108	Industrial Blueprint Reading

## ***Non-Discrimination Policy***

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, religion, or Veteran status be subject to discrimination in employment or in admission to any educational program or activity of the college.

In compliance with Federal rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The College coordinator of Title IX, Patricia Loomis, Office-ASII 408, telephone number (636) 797-3000/942-3000, ext 3349, is the designated College official for any alleged discriminatory act or occurrence falling within the provisions of Title IX of the 1972 Education Acts.

The College Affirmative Action Officer, President, Dr. Dena McCaffrey, Office-Administration 127, telephone number (636) 797-3000/942-3000, ext. 3100, is the designated College official for any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX as specified above. Dr. McCaffrey also serves as the American Disabilities Act (ADA) coordinator. The ADA student contact is Christine Platter, ext. 3169. Copies of the Jefferson College Procedure for Resolving Complaints of Discrimination may be obtained in the Office of the President or in the Office of the Dean of Student Services.