

**MEMORANDUM**

**TO:** Ken Struckmeyer, Executive Secretary  
Faculty Senate

**FROM:** Becky Bitter, Registrar's Office

**FOR:** Academic Affairs Committee

**DATE:** 22 March 2013

**SUBJECT:** Proposal to Revise Rule 15.a

At its meeting on March 20, 2013, AAC approved a proposal to revise Rule 15.a. The Registrar's Office collaborated on this revision with the Provost's Office, the Department of Mathematics, the Office of Admissions, and the Center for Advising and Career Development. The proposal is presented below.

This change will allow students who are admitted to WSU with examination credit to choose to take the course at WSU and to have the credits awarded at the time of Admission omitted. Historically, some students have needed to take a particular course at WSU either to ensure good preparation for the next course or the major, or to meet requirements set by an outside educational institution which requires that the credits be taken at WSU rather than awarded as examination credit.

In the past, these requests were made through an informal process. We propose to codify this process in the rule governing credit by examinations. Please see the underlined text in the rule below for the proposed addition.

Rule 15.a

CREDIT BY EXAMINATIONS. Subject to standards established in consultation with academic departments concerned, credit may be granted to entering or enrolled undergraduate students via various means including external examinations, institutional examinations, and approved military service schools. WSU does not accept credit by exam granted by other institutions. Credits by examination shall yield no grade points. Such credits may partially fulfill University Common Requirements (UCOREs) for graduation. External examinations will include but not be limited to:

Advanced Placement (AP) Program examinations of the College Entrance Examinations Board; general and subject College Level Examination Program (CLEP); and the International Baccalaureate (IB).

Students may request to take a course at WSU for which they have been awarded AP, IB, or CLEP credit. Prompted by the request, the AP, IB, or CLEP credit is removed from the overall credits

awarded by WSU. Only the subsequent enrollment in the WSU course will contribute to the total hours earned and grade point average; the AP, IB, or CLEP credit cannot be reconsidered for credit for the same course again. Students submit the request to ask for the WSU course to be allowed and for the AP credit to be omitted to the Registrar's Office. The form is available online at (*link to be given after form is developed*).

If adopted, the Registrar's Office will develop a form that will be available to students who wish to request this action, and for departmental advisors to reference.

Note that this practice is in keeping with the standards followed at many institutions.

At this time, Faculty Senate review and approval is recommended, to be effective fall 2013.