



Policy: Credit by Substitution, Exam, or Experience

Effective: June 1, 2019

Policy Type: Faculty

Responsible Department: Registrar's Office

Policy: Students requesting a substitution for credits needed to fulfill their degree requirements at Grace College must first obtain approval from the institution. Individual graduate programs and the seminary may have specific policies related to substitution of credit in their catalogs to which students should refer.

- 1.0 The term "credit by substitution" applies to CLEP, advanced placement, department exams, prior learning credits, life experience, foreign language placement, and course substitutions within Grace College and Theological Seminary.
- 2.0 Advanced Placement (AP), department exams, prior learning credits, life experience credits, transfer credits, and foreign language placement will be accepted only through the first 8-week session of the student's first semester at Grace College and Theological Seminary. This does not apply to the accelerated degree-completion programs.
- 3.0 Course substitutions (i.e., substituting one Grace College course for another Grace College course) and CLEP exams may occur at any time prior to the student's final semester before graduation.
- 4.0 Course Substitutions
 - 4.1 Approvals for course substitutions are required from the department chair of the original course requirement (i.e., the chair of the department that lists the course requirement on the check sheet) and the dean of the school.
 - 4.2 Approvals are generally granted for substitutions that support achievement of the student's degree program or general education requirements. Typically, this entails sufficient, comparable content for required courses or a clear rationale for substitution of required electives. On rare occasions, substitutions may occur when a required course is no longer offered in the curriculum and the student has consulted with his/her advisor to select an unrelated course to fulfill the degree requirements.
 - 4.3 The Grace Core is intended to be a common educational experience for all Grace College students; therefore, only in rare situations is approval given for substitution of a course required in the Grace Core.
 - 4.4 Typically, lower-level courses do not substitute for upper-level courses (e.g., a 100-level typically does not substitute for a 400-level course).
 - 4.5 A required course in a student's program of study does not count as satisfying an elective choice in another program.
 - 4.6 Approvals are forwarded to the Registrar's Office, where the substitution will be noted on the student's academic record as fulfilling a requirement on the check sheet.
 - 4.7 Competency-based substitutions or traditional seminary courses substituting for competencies or competency modules will not be permitted within Deploy programs.
- 5.0 Work and Life Experience Credits

Experiences completed before matriculating as a college student, such as co-curricular activities, prior life experience, unsupervised work experience, and/or internships, cannot substitute or transfer as credit for required courses in traditional undergraduate and most graduate and seminary programs. Life experience credits that may be used in adult-degree completion and some graduate programs are based on criteria established by each program, typically follow guidelines from the Council for Adult and Experiential Learning (CAEL), and include additional academic work to receive the credits.



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- 5.1 Students in the GOAL program may utilize specific StraighterLine courses for GOAL Elective credit. Please see the Course Equivalency Guide for Grace College online at (<http://www.straighterline.com/colleges/grace-college/course-equivalency/>).
 - 5.2 Students in a Deploy competency-based program with prior work and life experience may take a direct assessment at any time prior to beginning enrollment in a specific competency, and if successful, earn Prior Learning credit.
- 6.0 CLEP Credits
- 6.1 Undergraduate students, including undergraduate adult degree completion students and undergraduate online students, can take any of the subject exams offered by the College Level Examination Program (CLEP) and be granted college credit for demonstrating proficiency in assessed areas. The exact college credit granted for CLEP exams will be determined by the academic schools and assigned to the academic record of the student by the Registrar's Office. Some academic departments will not permit CLEP exam credit to substitute for required courses in their major or minor. The list of credit awarded for successful completion of a CLEP examination will be available through the Learning Center and Registrar's Office. Students should review this list prior to registering for a CLEP exam.
 - 6.2 CLEP exams are provided for undergraduate courses of study only and may not be used to fulfill degree requirements in the seminary or graduate programs.
 - 6.3 Students are permitted to take a CLEP examination at any time during their college education with the exception of their last semester of study.
 - 6.4 CLEP exams may not be retaken within a three-month period. If a candidate retakes the examination during this period, the administration is considered invalid. Therefore, when planning to take a CLEP exam to meet a course requirement, students accept the responsibility that being unsuccessful on the exam could lead to a delay in graduation.
 - 6.5 CLEP exams may not be used to satisfy the requirements of any courses in the Grace Core, with the exception of ENG 1100 Effective Writing. Students who wish to attempt to test out of Effective Writing must submit a written essay on a specified prompt that will be graded by the Chairperson of the English Department prior to registering for and taking the computerized CLEP exam.
 - 6.6 CLEP exams may not be used to satisfy foreign language requirements for the BA degree option, a language minor, or language major. Students who complete a foreign language CLEP exam will receive general elective credit that will count toward overall credits needed to graduate. Students who wish to pursue the BA degree option or study foreign languages as a major or minor at Grace College will first take the Foreign Language Placement Exam (FLPE), and then based on their results may take the department exam through the Language, Literature, and Communication Department (See 10.0 and 11.0 below).
 - 6.7 There is no limit to the amount of credit a student can earn using the CLEP exam.
- 7.0 Advanced Placement Credits

Advanced college credit can be gained through Advanced Placement (AP) classes, which require a score of "4" or better.



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- 8.0 The International Baccalaureate (IB) program is recognized through transcript evaluation for the determination of college credit.
- 9.0 The Advanced International Certificate of Education program is recognized through transcript evaluation for the determination of college credit. Scores of A, B, and C will be accepted for credit.
- 10.0 Department Exams

Department exams designed to substitute for required undergraduate course work are generally not administered; however, exceptions may occur and students should discuss the availability of department exams with their advisor. Department exams to substitute for required course work are not administered in the seminary or in graduate programs.

- 10.1 The Languages, Literature, and Communication Department does utilize a department exam to determine proficiency in a single language for the Bachelor of Arts degree programs. Unlike the Foreign Language Placement Exam (FLPE), this department exam is a credit-bearing exam that tests oral proficiency.

- 10.1.1 Students who place *into* the 2020-level of a language (e.g., SPA 2020) based on the Foreign Language Placement Exam (FLPE) may contact the Modern Languages Program Director and arrange to take the credit-bearing department exam, the OPIc. The exam fee is determined annually by the department. Students who score in the "Intermediate Mid" level on the department exam may receive credit for 2010 (3 credits), and enroll in 2020 (3 credits) to satisfy the B.A. language requirement. Students wishing to pursue this option should schedule the department exam within the first four weeks of their first semester at Grace College.

- 10.1.2 Students who place *beyond* the 2020-level of a language (e.g., SPA 2100) based on the Foreign Language Placement Exam (FLPE) may contact the Modern Languages Program Director and arrange to take the credit bearing department exam, the OPIc. The exam fee is determined annually by the department. Students who score in the "Advanced High" level on the department exam may receive credit for 2010 and 2020 (6 credits), thereby satisfying the B.A. language requirement. Students wishing to pursue this option should schedule the department exam within the first four weeks of their first semester at Grace College.

- 10.1.3 Students who place into either the 1010-level, 1020-level, or 2010-level of a language (e.g., FRE 1010 or FRE 1020) based on the Foreign Language Placement Exam (FLPE) do not need to take the department exam, but can begin taking the appropriate class that they placed into and pursue the 6 credits needed for proficiency. Students testing into 1020 will not earn credit for 1010. Students testing into 2010 will not earn credit for 1010 and 1020.

- 11.0 Foreign Language Placement Exam

Students with previous language experience in Spanish or French should complete the online Foreign Language Placement Examination (FLPE) prior to arriving on campus. There is no cost for the placement exam. Go to <http://webcape.byuhttrsc.org/>. Select "Grace College" on the drop-down menu, type in "lingua" as the password, select "French" or "Spanish" as the language, complete the short survey, and begin the examination. Each question is selected based on previous responses and the test is usually completed within 30 to 45 minutes. *Please note that the online Foreign Language Placement Exam (FLPE) is a placement exam only; no credits will be awarded based on the FLPE.*

- 12.0 International Students and Foreign Transfer Credits



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Students who have received the equivalent of a high school diploma in a country in which the primary language is other than English may be granted the language requirement for a B.A. through transfer credits. In order to receive the 6 transfer credits, student must submit the foreign high school transcript to the Modern Languages Program Director for approval.

Forms to request a **Course Substitution** are available online and in the Registrar's Office. Forms to request a **CLEP Exam** are available online through the Registrar's Office and in the Learning Center.

See also the **Transfer of Credit Policy**.

Revision Process and History

- All revisions to the policy must be approved by the Academic Affairs Committee, Non-traditional Academic Affairs Committee, and Faculty.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template