


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275
(310) 985-2862

Code: AA 93-05

Date: June 22, 1993
To: Presidents
From: 
Harold H. Haak
Interim Senior Vice Chancellor
Academic Affairs
Subject: Revised Addendum to Executive Order 365

I am transmitting to you five (5) copies of Executive Order 365 (Systemwide Credit by Evaluation) containing a revised addendum specifying those tests to be accepted by campuses for credit and the scores necessary for receiving such credit. The addendum has been revised at the request of the CSU Academic Senate to update the list of tests in mathematics that are appropriate for systemwide credit by exam. Deleted from the addendum (last updated in September 1989) were the *CLEP General Exam in Mathematics*, *CLEP Statistics*, and *CLEP Calculus and Analytic Geometry*. Added to the addendum was *CLEP Calculus with Elementary Functions*. Credit for exams that have been deleted shall continue to be provided by receiving campuses if the exams were taken prior to the date of the addendum which deleted the test(s).

Questions concerning this executive order and revised addendum should be referred to Mr. Kenneth A. Simms, Associate Dean, Academic Affairs, at (310) 985-2949.

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Distribution: Vice Presidents, Academic Affairs
Vice Presidents/Deans, Student Affairs
Deans, Undergraduate Studies
Deans/Directors, Admission and Records
Test Officers
Chairs, Departments of English
Chairs, Departments of Mathematics
Chairs, Departments of Chemistry
Presidents, Associated Students
Chancellor's Office Staff

Revised
June 18, 1993

ADDENDUM TO
EXECUTIVE ORDER 365

The following examinations shall be acceptable at any campus of The California State University for the amount of credit indicated, subject to achievement of the scores noted.

Examination	Passing Score	Credit
CLEP Calculus with Elementary Functions	51	3 semester units
CLEP College Algebra/ Trigonometry	49	3 semester units
CLEP General Chemistry	48	3 semester units
CEEB Advanced Placement Program Examinations	3, 4, 5	Up to 6 semester units (as recommended by the College Board)
American Chemical Society Cooperative Examination	50th percentile or above	3 semester units
CSU English Equivalency Examination	Established annually by faculty scoring the examination	6 semester units

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275
(213) 590- 5728

Date: September 18, 1989

To: Presidents

From: Herbert L. Carter
Executive Vice Chancellor



Subject: Revision of Addendum to Executive Order 365 - Systemwide Credit by Evaluation

I am transmitting to you five copies of Executive Order 365 with revised addendum which establishes systemwide policy regarding credit by evaluation. The addendum is revised to provide that a score of 3, 4, or 5 on a College Board Advanced Placement (AP) examination is to provide "up to 6 semester units" of baccalaureate credit at a CSU campus. We have learned that some AP examinations are designed to accord one semester (3 units) of college credit, rather than the two semesters envisioned by our current policy. The amount of credit to be awarded is "as recommended by the College Board," and as described in their test materials. Normally, this would be 3 or 6 units (one or two semesters) of credit.

We are treating this revision as a technical change to the Executive Order. A full review of the systemwide credit by evaluation policy is scheduled in the near future.

The President has the responsibility for implementing this Executive Order as revised and for maintaining the campus repository and index of all Executive Orders.

Please address any questions regarding this Executive Order to the Assistant Vice Chancellor, Academic Affairs, Educational Support.

HLC/ks

Attachments

Distribution: Vice Presidents, Academic Affairs
Vice Presidents/Deans, Student Affairs
Deans/Directors, Admissions and Records
Evaluations Officers
Test Officers
Chairs, Campus Senates/Councils
Deans, Undergraduate Studies
Registrars
Chancellor's Office Staff

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 365
Title: Systemwide Credit by Evaluation
Effective Date: November 1, 1981
Supersedes: Executive Order No. 271

This Executive Order is issued pursuant to Sections 66600 and 89053 of the Education Code and Chapter III, Sections 1 and 2 of the Standing Orders of the Board of Trustees of The California State University and Colleges and is effective November 1, 1981.

I. Students who pass either standardized external examinations, such as College Level Entrance Program (CLEP) or Advanced Placement Tests, or systemwide examinations that have been developed and approved by established procedures and in accord with established CSUC policy, shall earn baccalaureate credit at any campus of the CSUC. The passing score and the amount of credit shall be established in accord with established CSUC policy and these shall be uniform throughout the system.

A. Procedures

1. Examinations appropriate for credit systemwide, the passing scores, and the amount of credit to be awarded shall be determined in consultation with a systemwide committee, the majority of which shall be faculty teaching the courses in the discipline for which the test is designed to award credit. The committee(s) will be selected by the Chancellor in accordance with guidelines established in consultation with the Statewide Academic Senate.
2. A list of the examinations to evaluate students' performance for degree credit that shall be acceptable at all CSUC campuses shall be circulated annually by the Chancellor's Office. The list includes the passing score and the amount of credit to be awarded. The information shall be circulated on or before February 1. (A list of currently approved examinations is attached.)

B. Conditions of Award for Systemwide Credit by Examination

1. Credit shall not be awarded for successful passage of any examination if the student has taken that examination previously within the past term.
2. Credit shall not be awarded when equivalent degree credit has been granted for regular coursework, credit by evaluation, or other instructional processes, such as correspondence.
3. Credit shall not be awarded when credit has been granted at a level more advanced than that represented by the examination in question.
4. Care shall be taken not to award duplicate credit because of overlapping tests, college-level courses, or both. Where there is partial overlap, the amount of examination credit shall be reduced accordingly.

5. The total amount of credit earned on the basis of externally developed tests which may be applied to a baccalaureate degree shall not exceed 30 semester units, except that Advanced Placement credit is excluded from the limit.
 6. Each campus shall determine which units earned may be applied toward general education, major, and elective requirements. Decisions shall be made in accord with campus procedures.
 7. Campus objectives, policies, procedures, and bases for awarding credit for passing either approved standardized external or systemwide examinations shall comply with appropriate systemwide policy and be fully described in the campus catalog.
 8. Credit earned by examination shall be so identified on the student's permanent record. The name of the examination and the score earned should be included as well.
- II. Students who pass campus-originated challenge examinations (as differentiated from placement examinations) shall earn credit. Specific procedures governing these are to be determined by the campus in accord with campus procedures. These should be consistent with the conditions set forth in Part I, B. Information about challenge examinations shall be included in the campus catalog.
- III. Students who have received formal instruction in noncollegiate settings, either civilian or military (military courses and schools must be documented by forms DD214 or DD295), that has been recommended by the American Council on Education's Commission on Educational Credit and Credentials shall be granted credit. Campuses shall allow undergraduate degree credit for:
- A. Lower-division baccalaureate/associate degree credit courses which are comparable to courses offered on most CSUC campuses. (Credit should not be allowed for occupationally oriented courses designed to enable a student to function only as a technician.)
 - B. Upper-division baccalaureate degree credit courses.
 - C. Graduate degree credit courses.

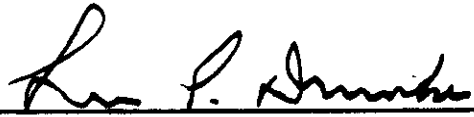
Campuses shall allow the number of units recommended by the Commission in their current publications, *Guide to the Evaluation of Educational Experience in the Armed Services* and the *National Guide to Educational Credit for Training Programs*, (see Executive Order No. 366). Award of such credit shall be subject to the same conditions as those outlined in I, B. Each campus shall determine which of the units earned shall be applied as general education, major, or elective credit. Decisions shall be reached in accord with campus procedures. Such credit shall be clearly identified on the student's permanent record.

- IV. Each campus shall have the discretion to determine whether or not students enrolled may earn credit toward the baccalaureate for learning, knowledge, or skills based on experience. If campus policy permits award of such credit, the experience must be verified through written examinations, portfolios, personal interviews, demonstrations, and/or other appropriate means of documentation and evaluated in accord with legitimate academic standards by faculty who are competent in the appropriate disciplines. Supporting information may be supplied by a field supervisor and/or employer. Such evidence and evaluation shall be accurately described and placed on record in a student's permanent file.

Executive Order No.: 365

- A. Each campus shall have the discretion to determine the extent to which units earned for documented prior learning shall be applied either as major, general education, or elective credit. Decisions shall be made according to campus procedures.
- B. Credit for documented learning, skills, and knowledge based on experience shall be subject to the following conditions:
 - 1. The student seeking credit for documented prior learning shall be matriculated at the institution granting credit.
 - 2. The assessment of documented prior learning shall be made in the context of the institution's mission and degree programs and be appropriate to the applicant's degree objectives.
 - 3. Credit for documented prior learning shall be awarded only when it is academically creditable and verifiable as higher education credit.
 - 4. Credit for documented prior learning shall be identified as such on the student's permanent record. The mode of assessment should be described.
 - 5. Before credit for documented prior learning becomes a part of the student's permanent record, the student shall complete at the undergraduate credit-granting institution a sufficient number of units to establish evidence of a satisfactory learning pattern. Decisions about the number of units and performance level shall be made in accordance with campus procedures.
 - 6. The objectives, policies, procedures, and bases for the awarding of credit for documented prior learning shall be fully described in the campus catalog.
- C. Each campus shall report annually on policies and practices on credit for documented prior learning and externally developed tests. It shall indicate at least the number of students who receive credit and the number of units awarded each.

Dated November 2, 1981



Glenn S. Dumke, Chancellor

No. 365: Systemwide Credit by Evaluation

**REVISED
SEPTEMBER 1989**

**ADDENDUM TO
EXECUTIVE ORDER 365**

The following examinations shall be acceptable at any campus of The California State University for the amount of credit indicated, subject to achievement of the scores noted.

Examination	Passing Score	Credit
CLEP General Exam in Mathematics (1975 edition)	50 (earned on both parts)	3 semester units
CLEP College Algebra- Trigonometry	49	3 semester units
CLEP Calculus & Analytic Geometry	48	3 semester units
CLEP Statistics	49	3 semester units
CLEP General Chemistry	48	3 semester units
CEEB Advanced Placement Program Examinations	3,4,5	up to 6 semester units (as recommended by the College Board)
American Chemical Society Cooperative Examination	50th percentile or above	3 semester units
CSU English Equivalency Exam	Established annually by faculty scoring the examination	6 semester units