

**TITLE 131  
PROCEDURAL RULES  
WEST VIRGINIA BOARD OF DIRECTORS**

**SERIES 29  
COLLEGE - LEVEL EXAMINATION PROGRAM;  
PROFICIENCY EXAMINATION PROGRAM**

**131-29-1. General.**

1.1. Scope. -- Policy regarding the College-Level Examination Program and the Proficiency Examination Program.

1.2. Authority. -- W. Va. Code 18-26

1.3. Filing Date. -- May 12, 1986

1.4. Effective Date. -- July 11, 1986

1.5. Repeal of former rule. -- Revises and replaces Policy Bulletin No. 29 dated November 8, 1983.

**131-29-2. Regulations.**

2.1. These regulations shall govern the use of the College-Level Examination Program (CLEP) of the College Entrance Examination Board and the Proficiency Examination Program (PEP) of the American College Testing Program in the institutions which comprise the West Virginia state system of higher education. The extent to which the programs are utilized by any institution is a matter of institutional prerogative, but credit awarded by an institution in conformity with this policy shall be transferable to all other institutions in the state system. Further, credit shall be awarded only once to recognize mastery of course content. Credit shall not be awarded for equivalent courses in which students have already earned such credit through course work, CLEP, PEP, institutional challenge examinations, life experience, or other mechanisms.

**129-29-3. Subject Examinations.**

3.1. Students may be awarded credit for the successful completion of any or all of the CLEP and PEP Subject Examinations presently offered or developed in the future. They must achieve a score equal to or above the recommended score of the Commission on Educational Credit and Credentials of the American Council on Education for CLEP Exams, and the University of New York and American College Testing Program for PEP Examinations current at the time the examination was taken. Credit shall be awarded in an amount not exceeding the number of semesters for which the examination was designed. A grade shall not be assigned, and the credit will not be included in the computation of the student's grade-point average. The institution shall equate the CLEP and PEP credit earned with existing course offerings. If no equivalent course is offered by the institution, the credit

earned by CLEP or PEP examination shall be considered elective credit. Students shall not receive CLEP or PEP Subject Examination credit for equivalent courses in which they have already earned credit.

#### **131-29-4. General Examinations.**

4.1. As of the effective date of this policy, an institution may award credit within the limits indicated below to students who attain a score of 500 or above on the CLEP General Examinations in English composition, Natural Sciences, Humanities, Social Sciences and History and Mathematics.

English -- 3 to 6 Hours -- English Composition Credit; Natural Sciences -- 3 to 6 Hours -- General Education Natural Science Credit; Humanities -- 3 to 6 Hours -- General Education Humanities Credit; Social -- 3 to 6 Hours -- General Education Sciences and History -- Social Science and History Credit; and Mathematics -- 3 to 6 Hours -- General Education Mathematics Credit

4.2. It should be made clear to students that such credit in general education may not meet specific program requirements of the institution awarding the credit or of other institutions to which the student may later transfer. The credit shall then be used as elective credit. Students shall not receive CLEP General Examination credit for equivalent courses in which they have already earned credit.

4.3. An institution awarding credit through CLEP and/or PEP may establish scores higher than specified above for Subject and General Examinations if it is established that the higher scores equate to a satisfactory level of performance by students actually enrolled in the equivalent course(s) at that institution.

#### **131-29-5. Academic Record.**

5.1. The permanent academic record of the student shall indicate which credit was earned by CLEP or PEP examination.

#### **131-29-6. Enrollment.**

Students must be enrolled in an institution in order to receive credit from the institution. Students who have taken CLEP or PEP examinations prior to enrollment must submit an official CLEP or PEP transcript.

#### **131-29-7. Review.**

The Academic Advisory Committee shall review these regulations periodically.