

**WEST VIRGINIA
SECRETARY OF STATE
JOE MANCHIN, III
ADMINISTRATIVE LAW DIVISION**

Form #2

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2002 MAR 19 P 4:00

OFFICE WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: Higher Education Policy Commission TITLE NUMBER: 133

RULE TYPE: Procedural CITE AUTHORITY: §18B-1B-4

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: Series 16

TITLE OF RULE BEING PROPOSED: College-Level Examination Program

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON April 19, 2002 AT 10:00 AM ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

Office of the Chancellor
Higher Education Policy Commission
1018 Kanawha Blvd. East
Charleston, WV 25301

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.


Authorized Signature

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

SCANNED



WEST VIRGINIA
H I G H E R
E D U C A T I O N
P O L I C Y
C O M M I S S I O N

John R. Hoblitzell
Chairman

J. Michael Mullen
Chancellor

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2002 MAR 19 P 3:58

OFFICE WEST VIRGINIA
SECRETARY OF STATE

March 19, 2002

The Honorable Joe Manchin
Secretary of State
State Capitol
Charleston, WV 25305

Dear Secretary Manchin:

On behalf of the Higher Education Policy Commission, I am filing notices of adoption of the following proposed rules that were approved on March 15, 2002, by the Higher Education Policy Commission:

Title 133, Series 13: Change in Organization of Colleges or Schools
Title 133, Series 14: Holidays

Also enclosed are notices of a public comment period on the following proposed rules that were approved on March 15, 2002, by the Higher Education Policy Commission:

Title 133, Series 15: Acceptance of Advanced Placement Credit
Title 133, Series 16: College Level Examination Program
Title 133, Series 17: Transferability of Credits and Grades at the Undergraduate Level
Title 133, Series 18: Assignment of Academic Credit and Financing Noncredit Instruction

Sincerely,

J. Michael Mullen
Chancellor

/jd

SUMMARY

**TITLE 133
PROCEDURAL RULES
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION
SERIES 16
COLLEGE - LEVEL EXAMINATION PROGRAM**

These regulations shall serve as guidelines use of the College-Level Examination Program (CLEP) of the College Entrance Examination Board in West Virginia state colleges and universities. The procedure equates the CLEP credit earned with existing course offerings and award credit for the successful completion of any or all of the CLEP Subject Examinations presently offered or developed in the future.

TITLE 133

FILED

PROCEDURAL RULES

2002 MAR 19 P 4:00

WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

OFFICE WEST VIRGINIA
SECRETARY OF STATE

SERIES 16

TITLE: COLLEGE - LEVEL EXAMINATION PROGRAM

SECTION 1. GENERAL

- 1.1 Scope. -- Policy regarding the College-Level Examination Program.
- 1.2 Authority. -- W. Va. Code § 18B-1B-4
- 1.3 Filing Date. --
- 1.4 Effective Date. --
- 1.5 Repeals and replaces Title 128, Series 29, and Title 131, Series 29.

SECTION 2. REGULATIONS

- 2.1 These regulations shall serve as guidelines for the College-Level Examination Program (CLEP) of the College Entrance Examination Board in West Virginia state colleges and universities. The extent to which the program is 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 West Virginia state colleges and universities. 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, institutional challenge examinations, life experience, or other mechanisms.

SECTION 3. SUBJECT EXAMINATIONS

- 3.1 Students may be awarded credit for the successful completion of any or all of the CLEP 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 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 credit earned with existing course offerings. If no equivalent course is offered by the institution, the credit earned by CLEP examination shall be considered elective credit. Students shall not receive CLEP Subject Examination credit for equivalent courses in which they have already earned credit.

SECTION 4. GENERAL EXAMINATIONS

- 4.1 As of the effective date of this policy, an institution may award credit within the limits indicated below:

	AGE-Recommended Hours	Semester Hours
COMPOSITION and LITERATURE		
American Literature	50	6
Analyzing and Interpreting Literature	50	6
Composition, Freshman College	50	6
English Composition with/without Essay	50	6
English Literature	50	6
Humanities	50	6
FOREIGN LANGUAGE		
French – College Level 1 (two semesters)	50	6
French – College Level 2 (four semesters)	52	12
German – College Level 1 (two semesters)	50	6
German – College Level 2 (four semesters)	52	12
Spanish – College Level 1 (two semesters)	50	6
Spanish – College Level 2 (four semesters)	52	12
SOCIAL SCIENCES and HISTORY		
American Government	50	3
Education Psychology, Introduction to	50	3
History of the United States I: Early Colonizations to 1877	50	3
History of the United States II: 1865 to the Present	50	3
Human Growth and Development	50	3
Macroeconomics, Principles of	50	3
Microeconomics, Principles of	50	3
Psychology, Introductory	50	3
Social Studies and History	50	6
Sociology, Introductory	50	3
Western Civilization I: Ancient Near East to 1648	50	3
Western Civilization II: 1648 to the Present	50	3
SCIENCE and MATHEMATICS		
Algebra, College	50	3
Algebra – Trigonometry, College	50	3
Biology, General	50	6
Calculus with Elementary Functions	50	3
Mathematics, College	50	6
Natural Sciences	50	6
Chemistry, General	50	6
Trigonometry	50	3
BUSINESS		
Accounting, Principles of	50	6
Business Law, Introductory	50	3
Information Systems and Computer Applications	50	3
Management, Principles of	50	3
Marketing, Principles of	50	3

- 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 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.

SECTION 5. ACADEMIC RECORD

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

SECTION 6. ENROLLMENT

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

SECTION 7. REVIEW

- 7.1 The Academic Advisory Committee shall review these regulations periodically.

□
APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: 133-16: College-Level Examination Program

Type of Rule: Legislative Interpretive Procedural

Agency: Higher Education Policy Commission

Address: 1018 Kanawha Boulevard East
Charleston, WV 25301

1. Effect of Proposed rule:

	ANNUAL FISCAL YEAR				
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
ESTIMATED TOTAL COST	-0-	-0-	-0-	-0-	-0-
PERSONAL SERVICES					
CURRENT EXPENSE					
REPAIRS & ALTERATIONS					
EQUIPMENT					
OTHER					

2. Explanation of Above Estimates:

There is no cost to implementation of this rule. It is procedural.

3. Objectives of These Rules:

To establish guidelines for using the College-Level Examination Program (CLEP) in state colleges and universities.

Rule Title: 133-16: College-Level Examination Program

4. Explanation of Overall Economic Impact of Proposed Rule:

A. Economic Impact on State Government:

None.

B. Economic Impact on Political Subdivisions; Specific Industries; Specific Groups of Citizens:

None

C. Economic Impact on Citizens/Public at Large.

None

Date: March 19, 2002

Signature of Agency Head or Authorized Representative:

J. Michael Muller