



CREDIT BY EXAMINATION POLICY

What is Credit By Examination?

Enrolled CWC degree-seeking students in good academic and financial standing may request college credit by examination for courses numbered 1000-2999. Not all CWC courses have the credit by examination option available. All examinations are prepared, graded, and administered by the instructor of the course.

How do I take the exams?

1. Contact your academic advisor about your wish to obtain educational credit through the Credit By Examination process.
2. Your advisor will direct you to the appropriate academic division chair or course faculty.
3. Complete and submit the "Credit By Examination" request form to the appropriate academic division chair or course faculty.
4. If the request is approved, make an appointment with the appropriate course faculty to schedule a testing date and time. A receipt for payment must be presented before the test can be administered.

When can I take the exam?

Credit By Examination tests are scheduled at a mutually convenient time with the course faculty.

How long do the exams take?

The test length, question type and time limits vary according to course and faculty. You are encouraged to discuss this with the faculty administering the test before the actual test date.

How much do the exams cost?

The fee for Credit By Examination is the per credit tuition rate without fees and must be paid at the Business Office prior to taking the exam.

How will I get my scores?

The Records and Research Office will mail a copy of the completed Credit By Examination request form. The grade received will be noted at the bottom of the form. Grades will be transcribed and available through the CWC Home Page at www.cwc.edu by selecting Student Services and then Registration and Records.

What if I do not do well on the exam?

If you do not score high enough on the examination to pass the course, you can enroll in the course or request the Credit By Examination option again. You may seek credit by examination for any given course only once in a twelve-month period.

What will appear on my CWC transcript?

The grade received on the examination will be listed on your transcript, added to the hours earned (if grade is "D" or above), and computed into the cumulative grade point average. The grade earned through Credit By Examination replaces the previously awarded grade when applicable.

Words of warning!

Credits earned through Credit By Examination may not be accepted for transfer at another institution and cannot be counted for financial aid.



CREDIT BY EXAMINATION REQUEST

Enrolled CWC degree-seeking students in good academic and financial standing may request college credit by examination for courses numbered 1000-2999. Credits earned through Credit By Examination may not be accepted for transfer at another institution. Students must not be currently enrolled in the course to be challenged. The grade received on the examination will be listed on the student's transcript, added to the hours earned (if grade is "D" or above), and computed into the cumulative grade point average. The grade earned through Credit By Examination replaces the previously awarded grade when applicable.

Not all CWC courses have the credit by examination option available. All examinations are prepared, graded, and administered by the instructor.

The fee for Credit By Examination is the per-credit tuition rate without fees and must be paid at the Business Office prior to taking the exam.

I request credit by examination for _____,
(Course prefix, number & name)
a _____ credit course.

Name: _____ Social Security No.: _____
(Please print)

Student Signature: _____

Mailing Address: _____ Home Phone No.: _____

_____ Work Phone No.: _____

E-Mail Address: _____

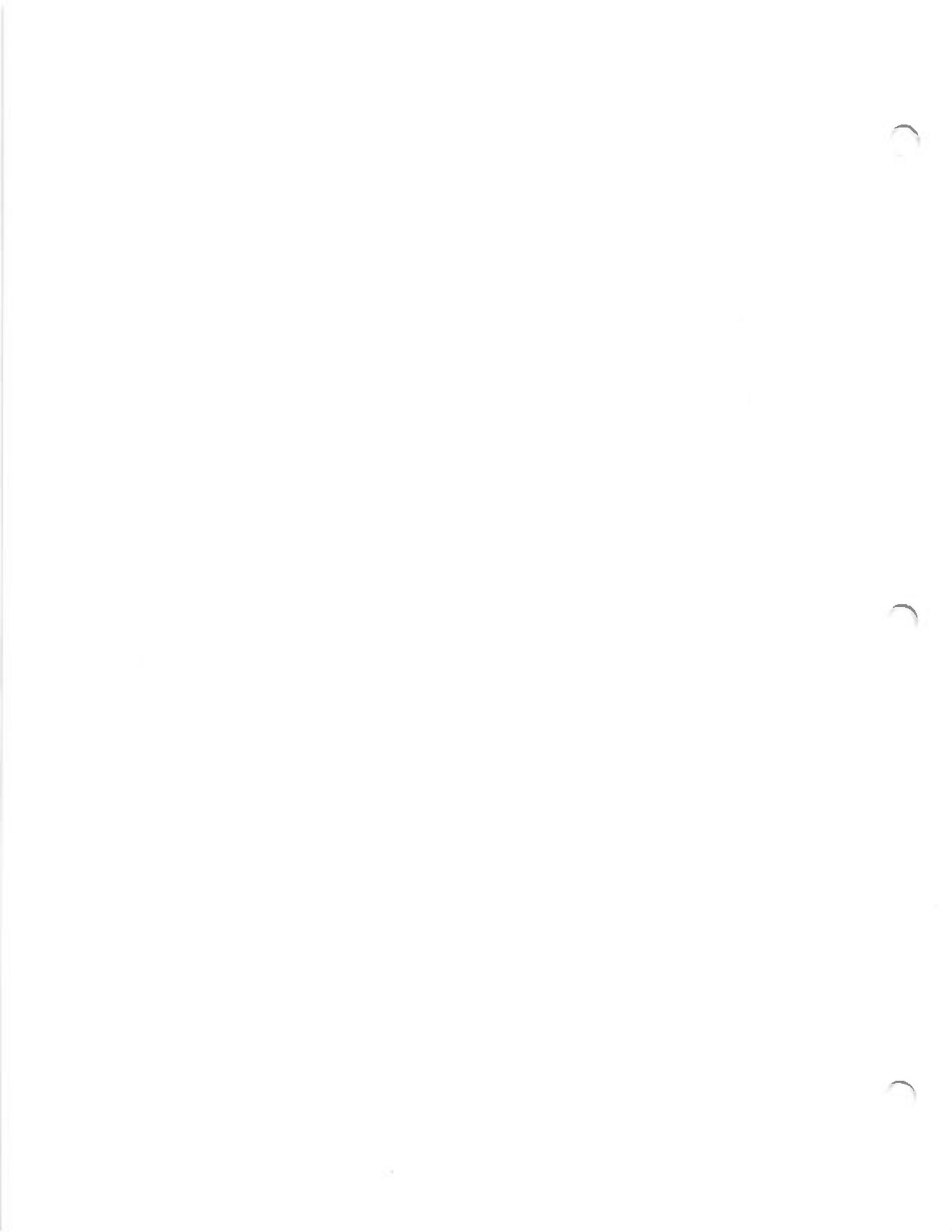
Division Chair Signature: _____

Faculty Signature: _____

Registrar Signature _____

Exam Date: _____ Grade Received: _____ Date Recorded: _____ By: _____

The Office of Records and Research will mail a copy of this form once the grade has been recorded to your transcript.



CENTRAL WYOMING COLLEGE DANTES POLICY

What is DANTES?

The Defense Activity for Nontraditional Education Support (DANTES) is a series of examinations originally designed to provide military personnel with a means of obtaining college credit for their military training and experience. Since 1983, the DANTES Subject Standardized Tests (DSST) have been made available to civilian students and are administered by the Educational Testing Services in Princeton, New Jersey. The DSST program offers students a cost efficient, and time-saving way to use their knowledge acquired outside of the classroom to accomplish their educational goals. Each institution determines which exams it will award credit for and the minimum passing scores.

CWC accepts ten of the DANTES examinations. Students may earn college credit through these exams by scoring at or above the minimum scores established by CWC and listed in this publication.

How do I take a DANTES test?

Follow these simple steps:

1. Pick up a copy of the CWC DANTES Policy from the Records and Research Office or a CWC counselor.
2. Review the DANTES policy to see which exams are accepted by CWC, the equivalent courses and the minimum acceptable scores to earn credit.
3. Once you have identified the test(s) you are interested in taking, ask a counselor to give you the FACT SHEET/STUDY GUIDE for that particular exam. Study Guide information is also available at www.getcollegetest.com/materials.htm . Practice exams are available for some tests on the internet for \$4.95 at www.dsstpracticetest.com
4. Check with your academic advisor to see if the test you wish to take will apply towards your degree program.
5. Contact Alice Nicol, Counselor, in AW 166 to schedule a time to take the test.

When and where can I take the tests?

Central Wyoming College administers the DANTES exams "on demand" or whenever a student is ready to take them. A mutually convenient time can be arranged with the test administrator. The DSST's are paper and pencil exams and are administered in the Counseling Center or in a previously arranged proctored environment.

How long do the tests take?

Most DANTES tests are multiple choice and are untimed, so students are allowed to work as long as necessary. An average test time is about 90 minutes.

How much do the tests cost?

The cost of each DANTES exam is \$40.00. Students can pay by credit card or with a Certified Check or Money Order made out to The DSST Program. DANTES does not accept personal checks. There is no additional charge to have the CWC Registrar enter this credit on your transcript. However, if you are not a currently enrolled CWC student, there will be an additional \$15.00 testing fee that should be paid at the CWC Business Office Cashier's window in the Administration Wing prior to testing.

How will I get my scores?

Your test scores will be sent directly to you from Educational Testing Service approximately 4 weeks after the test. Another score report will be sent directly to CWC or whatever institution you indicate when you register to take the exam. A \$15.00 fee is charged to have a score report sent to an institution at a later date.

What if I do not do well on the exam?

If you decide that you do not want your scores reported, notify the DANTES administrator before leaving the test center, or you can notify DANTES in writing within two days after the test date.

If, when you receive your scores, you find that you did not score high enough to earn the college credit, you must wait 6 months to re-take the exam.

What will appear on my CWC transcript?

Your transcript will report the date you were tested, the test you took, the equivalent CWC course, a "PASS" grade, and the number of credits earned. DANTES exams are not computed in your GPA, since no letter grade is given. If you transfer to another school, that school will require you to have an official copy of your DANTES transcript sent directly to them from Educational Testing Service.

A Word of Warning!

If you are planning to transfer to a four-year institution, be sure to check their DANTES policy to see what exams they accept and what the minimal acceptable scores are. The University of Wyoming will only accept DANTES test scores that have been approved by individual departments on campus. Some departments may require students to take a departmental exam, rather than a standardized test.

FOR MORE INFORMATION CONTACT:

**Paula Hartbank, Academic Advisor
Jason Harris, Academic Advisor
Central Wyoming College
Riverton, WY 82501
(307) 855-2223 or (307) 855-2270
1-800-735-8418, Ext. 2223 or 2270
phartban@cw.edu or jharris@cw.edu**

DANTES Examination	Equivalent CWC Courses	Minimal Acceptable Score	Credit Hours Awarded
BUSINESS			
543 Introduction to Business	BADM 1000	46	3
812 Business Mathematics	BADM 1005	48	3
HUMANITIES			
474 Ethics in America	PHIL 1000	46	3
496 Introduction to World Religions	HUM 2430	60	3
* 815-819 Principles of Public Speaking	CO/M 1010	47	3
MATHEMATICS			
450 Principles of Statistics	STAT 2050	48	3
SCIENCE			
500 Astronomy	ASTR 1050	48	3 (no lab credit)
519 Physical Geology	GEOL 1100	46	3 (no lab credit)
SOCIAL SCIENCE			
497 Introduction to Law Enforcement	POLS 1020	54	3
498 Criminal Justice	POLS 2120	54	3

***In addition to a minimum score of 47 on the multiple choice test, an examinee must also satisfactorily pass an impromptu recorded speech which will be graded by a Public Speaking faculty member appointed by DANTES.**

