

# Credit by Examination Policy

## Policy Information

### Issuing Office

Registrar's Office

### Affected Parties

Students

### Policy Language

Liberty University offers students the opportunity to earn academic credit toward their undergraduate degrees through testing.

### Policy Rationale

To standardize the acceptance of credit by examination.

### Definition of Glossary Terms

None specified

## Procedural Information

### Procedures

#### UNDERGRADUATE STUDENTS

##### Advanced Placement (AP)

Students who receive the required score on the following College Board Advanced Placement examinations will be awarded academic credit toward an undergraduate degree. Credit will be awarded only in those areas applicable to the Liberty curriculum. Requisite scores can be found at <https://www.liberty.edu/index.cfm?PID=29455>.

Information about these examinations may be obtained by writing to: The College Board; Advanced Placement Examination; PO Box 977; Princeton, New Jersey 08450.

##### College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP), sponsored by The College Board, offers a unique opportunity to gain college credit for knowledge that a student has acquired. The program includes several tests covering a variety of subjects. Students who meet or exceed the Liberty University minimum score will receive the corresponding credit. Requisite scores can be found at <https://www.liberty.edu/index.cfm?PID=30373>.

For **resident students**, a registration fee of \$50 will be charged for each CLEP test attempted. An \$80 CLEP administration fee will be charged on the day of the test. Testing is computer-based and administered in the Academic Success Center, Testing Services.

**Online students** may take the CLEP exam at a local testing center in their area. Students can find an approved testing center by checking [www.collegeboard.com/clep](http://www.collegeboard.com/clep). Upon completion of the CLEP exam, students should request the official scores to be sent directly to Liberty University for evaluation.

##### Institutional Challenge Examinations (ICE)

**Resident students** must submit an ICE Request Form to the Academic Success Center, Testing Services. The form should be taken to the Academic Success Center, Testing Services in person. A \$130 ICE exam fee will be charged on the day of the test. Please contact [ttc@liberty.edu](mailto:ttc@liberty.edu) with any questions. Additionally, such requests are subject to the following guidelines:

- The minimum passing score for both upper and lower level undergraduate courses is 70%. An exception to this policy may occur if a professional, state, or national organization specifies a higher score for recognition.
- A maximum of 30 hours of ICE credits will be accepted toward an undergraduate degree; the number of credits that may be applied toward each major may vary.
- Students may not take the ICE if the course has previously been taken or is currently being taken.
- ICE may be taken during the drop/add period.
- ICE credits may not be applied toward residency hours.

**Online students** must submit an [ICE Request Form](#). A non-refundable registration fee of \$50 will be charged for each ICE registration. A \$45 passing fee will only be applied if a student should pass the exam. Such requests are subject to the following guidelines:

- The use of notes, books, websites, and other materials is prohibited while taking the exam.
- The minimum passing score for the undergraduate level courses is 70%.
- Each exam has 100 questions.
- A maximum of 30 hours of ICE credits will be accepted toward an undergraduate degree; the number of credits that may be applied toward each major may vary.
- Students may not take the ICE if the course has previously been taken or is currently being taken.
- ICE credits may not be applied toward minimum hours required through Liberty University.
- Each exam will be available for 30 days after registering for it. After the deadline, it cannot be accessed.

The courses that can be challenged are available at <http://www.liberty.edu/academics/registrar/index.cfm?PID=30373>

### **DANTES Subject Standardized Tests (DSSTs)**

Undergraduate college credit may be earned through the DANTES Subject Standardized Tests (DSSTs) program, which is administered by Educational Testing Services (ETS) in conjunction with DANTES. Examinations are available to both military personnel and civilians. Students may find an approved testing center and view fact sheets for various tests that are offered at [www.getcollegecredit.com](http://www.getcollegecredit.com). A complete list of accepted exams, course equivalency and the minimum required score is available at <https://www.liberty.edu/academics/registrar/index.cfm?PID=30373>.

### **Excelsior College Exam Credit**

Excelsior College exams are approved for credit in the Liberty University Online program. Undergraduate college credit may be earned through Excelsior College Exams. For further information on earning credit through Excelsior exams, go to: <http://www.excelsior.edu/exams/uexcel-home>. The following courses are subject for credit, based on the scores earned. Requisite scores can be found here: <https://www.liberty.edu/academics/registrar/index.cfm?PID=30373>.

#### **University of Cambridge International Exams (CIE)**

For information on CIE credit, please visit: <https://www.liberty.edu/academics/registrar/index.cfm?PID=30373>.

#### **International Baccalaureate (IB)**

For information on IB credit, please visit: <http://www.liberty.edu/academics/registrar/index.cfm?PID=26684>.

#### **Federal Aviation Administration (FAA)**

The School of Aeronautics Testing Center serves as a Federal Aviation Administration's official Federal Aviation Testing Site for the Airman and A&P Knowledge Tests. All test candidates, not just students in the Liberty University Aviation program, are eligible to use the FAA aviation computer-based testing center. For scheduling please call 434-582-2183.

#### **GRADUATE STUDENTS**

Students in the School of Divinity may earn credit for eligible courses by completing Institutional Challenge Examinations (ICE). To apply for credit by examination, Liberty University students must submit an ICE Request Form to the ICE Coordinator via e-mail to [luoice@liberty.edu](mailto:luoice@liberty.edu); A non-refundable registration fee of \$50 will be charged for each ICE attempted. A \$45 passing fee will only be applied if a student should pass the exam. Such requests are subject to the following guidelines:

- Requests must be submitted through the ICE Coordinator (luoice@liberty.edu) using the [ICE Request Form](#).
- The minimum passing score for graduate Institutional Challenge Exams is a B minus according to the grading scale in use at the time the exam is taken.
- A passed ICE is awarded a grade of "P" (passing) and does not count toward the student's grade point average.
- At least half of the coursework for any program of study must be earned through Liberty University. Each program specifies the minimum number of hours which must be completed through Liberty. ICE credit hours do not count toward this minimum.
- The use of notes, books, websites, and other materials is prohibited while taking the exam.
- Exams may only be taken one time and within one month of the notification of the exam.
- Students may not take the ICE if the course has previously been taken or is currently being taken.
- ICE may be taken during the drop/add period.
- ICE credits may not be applied toward residency hours.

The courses that can be challenged are available at <http://www.liberty.edu/online/index.cfm?pid=14243>

## Sanctions

This information provided does not guarantee credit by examination. Appropriate scores must be met for credit by examination. The student is responsible for any fees or charges that are incurred from credit by examination.

## Exceptions

None