

# Credit by Exam

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Undergraduate students may earn course credit by demonstrating superior achievement on tests offered through several examination programs. Original copies of scores are required for acceptance and recording credit.

St. Mary's University accepts:

- Advanced Placement Examinations (AP)
- College Level Examinations Program (CLEP)
- Departmental Examinations for Enrolled Students
- International Baccalaureate (IB)

The CLEP is designed to evaluate non-traditional college-level education such as independent study or other experiences outside traditional classrooms. Credit is awarded for these Examinations. Original copy of scores is required for acceptance and recording credit. These examinations are administered at St. Mary's University Testing Center. Please address inquiries to the Coordinator of Testing Services, St. Mary's University, One Camino Santa Maria, San Antonio, TX 78228, or call 210-436-3135. A fee is charged for the administration of these examinations.

Please note that each school establishes its own requirements for minimum scores and credit awarded.

Students matriculating at St. Mary's University as freshmen, including transfer students with freshman status, must take the CLEP examination(s) by the end of the sophomore year. Transfer students with sophomore or higher status must take the examination no later than their junior year.

CLEP Exam	Minimum Score	Semester Hours	Course Number
Credit by Exam			
Business Law, Introductory	50	3	BA 3351
Financial Accounting	50	3	AC 2310
Information Systems and Computer Applications	50	3	QM 3330
Principles of Marketing	50	3	MK 3310

Enrolled St. Mary's University undergraduate students who believe they are proficient in the content of an undergraduate course for which no examination is regularly offered may be authorized to take a departmental examination.

Credit for departmental examinations may not be earned for a course in which the student is currently enrolled to receive a passing, failing, withdrawal, WX, or P/N grade.

Authorization consists of approval by the Dean of the School for the course for which credit is requested, and approval by the Department Chairperson that teaches the course. The student and a faculty member that teaches the course schedule the testing arrangements. Test requirements and procedures vary with each department.

The student obtains a Credit by Exam form from the Registrar's Office, St. Louis Hall, Room 104. The student takes the exam, obtains required signatures as indicated on the form, and pays the required fee to the Business Office, St. Louis Hall, Room 24. The fee is \$20 per semester hour. This fee is subject to change at any time. The student returns the completed form to the Registrar's Office and credit is posted to the transcript.