Courses Processing of Credit by Examination FAQ’s

The Credit by Examination process involves several teams. Here is a quick glimpse into the process and the teams involved: Our faculty determine equivalencies to ASU courses, Transfer Systems Development (TSD) manages the Academic Catalog and Transfer Credit Guide (TCG) that outlines the policies and equivalencies, and Courses owns and maintains the entire Credit by Exam process including the posting equivalencies on students’ records.

General Information

The Courses team processes the following exams:

- CLEP (College-level Examination Program)
- AP (Advanced Placement)
- DANTES/DSST (Defense Activity for Nontraditional Education Support) Subject Standardized Test
- IB (International Baccalaureate)
- Cambridge (Cambridge International Exam) beginning Fall 2014

Credit is awarded based on when the exam was taken. The exams that are applicable for credit are posted to a student’s Test Results. ASU evaluations are posted to a student’s Test Credits (via the Student Services Center>Transfer Credit tab). ASU evaluations are also viewable in the student’s Transfer Credit Report (via the Student Services Center>Student Center tab) and Degree Audit Report.

How Test Scores are Received

Test scores come to ASU in three ways:

Electronic

Advanced Placement (AP)-majority of the scores; AP scores are automatically loaded nightly to PS and posted to students’ records directly from College Board. Then the following evening they are evaluated for ASU equivalent credits. The entire process takes a full 24 hours. Courses provides manual assistance on a case by case basis when notified by students/advisors of missing scores or loading issues.

International Baccalaureate (IB)-majority of the IB scores; IB scores are downloaded from the secure IBO website when the Courses team is notified of new scores. Courses manually enters the exam information and runs the process to post possible ASU equivalencies.

ASU Testing Services

College-level Examination Program (CLEP)-when a student takes the CLEP exam that gives immediate results to our testing center, the testing staff manually enters the exam information. Then our nightly process that also posts AP scores will automatically locate and evaluate these test scores for possible ASU equivalencies.

Paper (Official Transcript)

All credit by exams-Courses receives an official exam transcript through ASU mail, manually enters the exam information, and runs the process to post possible ASU equivalencies. Special note regarding DANTES; we accept official transcripts from Prometric and College Board. Prometric transcripts are military test transcripts that have DSST and/or CLEP scores posted on them. We accept these as “direct” source information.
**General Questions**

**Does a student’s CLEP, AP, DANTES, IB, or Cambridge test score(s) ever expire?**

No, test scores never expire. Please refer to the Transfer Credit Guide (TCG) for assistance with determining applicability based on the date the exam was taken.

**What should advisors do if a student has exceeded 60 hours of credit by examination credits?**

Please email courses@asu.edu to have the extra credits removed. In the email, please list any specific equivalencies that you would like removed that are not needed for degree/graduation purposes. Military credits from JST (Joint Services Transcript) also fall into this 60 credit hour limit. A student cannot receive more than 60 credits of military and credit by exam, combined.

**Can students request the removal of test credits if they don’t want them?** Yes, students can request the removal of AP credit only.

**Can a student have their AP credit(s) reinstated if they decide they want them back?**

Yes, the student should email to courses@asu.edu from their @asu.edu email to have the credit restored.

**Ordering Official Scores**

If the student did not arrange to have their scores sent to ASU at the time they took the exam, they must order an official transcript from the test provider. Please note: Test scores are not accepted from official transfer transcripts that contain test scores.

**Checking the Status of Test Scores**

**How will advisors know when a student’s test score(s) has been received?**

The test scores will be displayed in the student’s Test Results. Test scores are usually processed within 24-48 hours after they are received. Processing times can vary during peak processing periods.

Exams that do not earn credit or are still pending evaluation are not posted. You can check the equivalency tables for updates to test scores in our Transfer Credit Guide.

**Evaluating Credits**

**How will advisors know when a student’s test score(s) has been evaluated?**

If the exams are applicable for ASU credit, the evaluations are posted to the student’s Test Credits page, their transcript, the Transfer Credit Report, and in their DARS Degree Audit.

**Common Duplicate Credit Scenarios**

- A student took a class at ASU or a transfer institution (e.g. SPA 201) and also took a CLEP, IB, DANTES, or Cambridge exam earning credit for the class (e.g. SPA 201).
- A student took an AP and CLEP exam and got credit for the same class (e.g. ENG 101) twice.
- A student took three different AP exams giving them credit for a class (e.g. MAT 270) three times.
- A student took a class via dual enrollment (e.g. ENG 101) at a transfer institution and also took an AP exam earning credit for the same class (e.g. ENG 101).

Please email the Courses team at courses@asu.edu and we will research the situation and remove the duplicate credit that was taken second.

**Questions/Concerns?** Review our Credit by Exam Salesforce Articles, policies or email us at courses@asu.edu.