

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Academic Policies and Procedures**

**POLICY/PROCEDURE: Advanced Placement/Test-Outs**

**DATE: March 1, 1993**

**NUMBER: 4.51**

**REVISION(s): 12/19/94**

**Purpose**

Advanced placement credit and/or credit by examination recognize students' previously gained knowledge and skills in specific areas. Such credit may be awarded for completion of approved courses and/or recognized placement tests taken while in high school, or offered in specific programs within the College.

**Policy**

Credit by Examination is granted by the College for acceptable test results under the following programs: college-level examination program (CLEP), advanced placement tests (AP), DANTES, and tests given by College faculty as specific subject test-outs. Credit may be granted, provided the credit does not duplicate previous college credit, the minimum required score is achieved, and the course is applicable to the student's declared program area.

**Procedure**

1. The CLEP tests, published by College Entrance Examination Board, Princeton, NJ, are available at OTC and several hundred centers in the United States. If acceptable scores are obtained (equivalent to a grade of "C" or better) in any of these tests, and the student enrolls at OTC within five years, credit may be granted. The use of such credit toward specific course requirements in general education and/or a program area is decided by the department concerned, and approved by the Provost. Students should contact their advisor before taking the CLEP exam. Student Services has a list of locations and availability of the CLEP tests.
2. Advanced Placement Tests (AP), also published by the College Entrance Examination Board, can only be taken while a student is in high school. Students who complete these tests should request that results be sent to OTC. Credit will be granted only if the AP tests are applicable to the program concerned, and the student enrolls in the OTC program within one year. Certain minimum scores are required and fees for AP are paid while the student is in high school. Students should contact their high school counselor for information about AP tests.
3. The DANTES tests, published by College Entrance Examination Board, Princeton, NJ, are available at several hundred centers in the United States. If acceptable scores are obtained (equivalent to a grade of "C" or better) in any of these tests, and the student

enrolls at OTC within five years, credit may be granted. The use of such credit toward specific course requirements in general education and/or a program area is decided by the department concerned, and approved by the Provost. Students should contact their advisor before taking the DANTES exam. Student Services has a list of locations and availability of the DANTES tests.

4. Credit by Examination (CE) tests administered by OTC faculty are available in most courses. A student who would like to take a CE exam should contact his/her advisor before signing up for a course. The examination may require written and verbal tests, performance test, portfolio review, or other evaluations. A nominal fee for administering the test must be paid by the student through the Business Office before a CE test is administered.

AUTHENTICATION (Signature):

COPP

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President

12/19/94  
(Date)

**4.51**