



GOODWIN COLLEGE

POLICY AND PROCEDURE

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| TITLE: | Credit By Exam (Internal) |
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POLICY STATEMENT:

Students may earn collegiate credit for standardized exams created and administered by the College (CBE). Students must receive a minimum grade of 73% on the exam to be awarded college credit. Students may only take a CBE once. There is an assessment fee for the exam; however, no charge is assessed for the credits awarded. Awarded credits will appear on the student's transcript as experiential credit (EC) and are subject to the limits applicable to all experiential learning credits.

PROCEDURE DETAILS:

The following information details the steps required for an academic department to create and support an internal CBE.

Section 1: Creating a CBE

The following steps will identify how to create a new CBE.

1. The Department Chair and/or Program Director will identify a need for a new CBE. Need can be based on a variety of factors, including but not limited to:
 - a. Limited availability of external experiential credit exams, numerous student requests, or beneficial to a program/department.
 - b. A comparable national standardized exam is either not available or not accepted by the College.
2. The Program Director or designated content expert will create the exam.
 - a. The CBE should test all of the student learning outcomes of the course. A final exam may not be as comprehensive of an exam as needed for a CBE, it is recommended when creating a CBE to ensure all course content and student learning outcomes are included.
 - b. Students must earn a 73% or higher to be awarded credit for the course.
3. The Department Chair will approval all documentation and submit the new CBE to Academic Affairs for approval.
4. Once approved, the Department Website Liaison will work with the Communications Department to update the CBE web page and Transfer Student web page with the newly created CBE information.

Section 2: CBE Registration/Completion

The following steps will detail the process for a student to take a CBE from registration to completion.

1. A student will complete the online registration form under the Current Students/Credit by Exam section of the Goodwin College website.
2. The Departmental Administrative Assistant will verify that the student is eligible for the CBE based on (a) their status as student in Sonis and (b) not having previously completed the class. If both conditions are met, the Departmental Administrative Assistant will notify the student via e-mail (Appendix A) that s/he has been successfully registered to take the CBE.

- This policy aligns with the colleges' course repeat policy. If a student earned an F, UG, or W s/he is not eligible to take a CBE for that course. If a student received an NS or DP, s/he is eligible to take the CBE for that course.
 - Students are eligible to register for a CBE if they are enrolled in the course for a future semester, however, it is the students' responsibility to remove themselves from the course prior to the start of that semester in order to avoid any financial ramifications. If a student does not remove themselves from the course prior to the start of that semester they are responsible for any applicable costs.
 - The Departmental Administrative Assistant will add a note to Sonis that states that the student registered for a specific CBE, whether they were approved to take the exam, and the date the registration e-mail was sent.
3. All CBE's will be proctored in the Academic Success Center (ASC) unless otherwise specified. Once the student has been notified that s/he is qualified to take the exam s/he must contact the ASC to schedule a day and time to take the exam.
 - Students must take the CBE within 30 days of receiving the CBE registration e-mail. If they are unable to take the CBE within that time period, they must re-register for the CBE.
 - The Department CBE Contact Person will track students who have registered to take the CBE. The Department CBE Contact Person will send students a reminder e-mail (Appendix B) two weeks after they register to make the student aware of the registration time period.
 4. Prior to the scheduled exam date the student must bring the CBE registration e-mail to the Business Office to pay the \$100 CBE fee.
 - The Business Office must check the students' eligibility to take the exam by checking the student's enrollment status and verifying the students' registration e-mail including verifying that the e-mail was sent within 30 days.
 - A person is considered a student if their enrollment status listed in Sonis is student regardless of having officially started classes.
 - The Business Office will then process the payment and generate a receipt for the student.
 5. The student will attend the exam on the date and time they have scheduled with the ASC. Students must bring a photo ID, the registration e-mail, receipt of payment, and any materials needed/allowed to complete the exam.
 - The ASC must verify the students' photo ID, the date on the registration e-mail is within 30 days of the test date, and the receipt of payment prior to giving the student access to the exam.
 - If the student does not show any of the required documentation at the time of the exam, s/he will not be allowed to take the exam at that time.
 - The ASC will proctor the exam based on the test requirements (calculator, notes, etc.). The test requirements are on file at the ASC and must be updated by the department overseeing the exam.
 6. Once the student has completed the exam, the ASC will notify the appropriate Department CBE Contact Person.
 - The Department CBE Contact Person will retrieve the exam materials from the ASC for grading.
 - If needed, the ASC will e-mail the Department CBE Contact Person the completed exam.
 7. The Department CBE Contact Person will correct the exam within one week from the completion of the exam and e-mail the student the results (Appendix C). The Department CBE Contact Person will also e-mail the transfer coordinator and Registrar (Appendix C) with the student's name, exam date, and grade. E-mail notification should be completed for all students whether they passed or failed the exam.
 - Students must earn a grade of 73% or higher to pass a CBE or they must register and successfully complete the class.
 - The CBE may only be taken once and all results are final. Students are unable to contest the grade.
 8. The Transfer Coordinator posts all successful student results in Sonis as experiential credit. If the student failed the CBE, the Transfer Coordinator will add a note in Sonis with that information.

NOTE:

- The CBE exam will give students credit for the course at Goodwin College ONLY; the credits earned via CBE are not transferable to another institution.

Section 3: Maintaining the CBE Information

The following details who maintains the CBE information.

- The CBE Process and Procedure will be overseen by the General Education Department. This includes changes to the main CBE webpage and individual credit by exam information pages to ensure a consistent process.
- Individual departments are responsible for:
 - Ensuring their contact information and study materials are updated on the webpage.
 - Reviewing and updating their CBEs when changes are made to the course.
 - Notifying the Academic Success Center of any changes to the exam and providing updated materials.
 - Maintaining a list of CBE participants and their grade, and submitting that information to the Registrar's Office when requested.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

DEFINITIONS:

Student – a person listed in Sonis in student status. Student status is applied in Sonis once students are registered for classes but they may not have started attending classes at Goodwin College.

Internal credit by exam (CBE) – standardized exams created by Goodwin faculty for the purpose of evaluation of student competencies and, if successfully passed (73%), the award of collegiate credit.

National standardized exam – exams offered by Advanced Placement, CLEP, Dantes DSST, and Excelsior. The College does not accept all exams offered by these companies. Accepted exams are reviewed and approved by Department Chairs and/or Program Directors and a list of approved exams is maintained by the Transfer Counselor and posted on the College website.

EXCLUSIONS:

Internal credit by exam opportunities can only be created and offered when a comparable national standardized exam is either not available or not accepted by the College. The creation of an internal credit by exam is also needs based such as numerous student requests and/or beneficial to a program or department.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academics including the Registrar's Office (specifically Transfer Coordinator), Student Services (specifically Academic Success Center), and the Business Office.

HISTORY: Created 5/17/2010, Reviewed 1/27/2014, 2/2016, 10/2018 Revised 9/3/2010, 4/4/2010, 7/26/2012, 2/2016, 10/18/2017

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| EFFECTIVE DATE: | Fall 2010 |
| RESPONSIBLE OFFICE (ONLY ONE): | Registrar |
| REVIEW DATE: | January-March, Annually |

APPENDIX:

Appendix A: CBE Registration Email Template, Appendix A1: CAP110 CBE Registration Email Template, Appendix B: CBE Reminder Email Template, Appendix C: CBE Results Email Templates

Appendix A

The below document is the CBE Registration E-mail Template. It is sent to students to confirm they are registered for a CBE and explains the next steps in the process in order to complete the exam.

Hello _____,

This e-mail is to **confirm your registration** for the _____ Credit By Exam (CBE). This registration is valid for **30 days from the receipt of this e-mail**. If you do not complete the steps below within 30 days you will need to re-register for the CBE.

Now that you are registered for the CBE, here are the next steps for you to complete.

1. **Schedule the exam day and time.**
 - a. Contact the Academic Success Center by either calling (860) 913-2090, e-mailing ASCStaff@goodwin.edu, or going to room 209 of the main building to schedule the exam on a day/time convenient for you.
2. **Pay the \$100 Credit by Exam fee.**
 - a. Bring this e-mail registration confirmation to the Accounting Department to pay the exam fee.
 - b. Request and keep a receipt of payment in order to be admitted to the exam.
3. **Report to the Academic Success Center** on the day you have scheduled to take your CBE.
 - a. Bring a picture id (such as a driver's license, passport, or state ID card), this e-mail registration confirmation, your receipt of payment, and approved supplies (pencil, calculator, scrap paper).
 - b. If you do not have this documentation with you, for whatever reason, you will not be allowed to take the exam on the day it is scheduled.

To prepare for the exam, here is some important information:

- This section should be customized based on the specific information to assist students when taking a CBE. Information may include the time they have to complete the exam, an overview of the topics covered in the exam, or reminders to study for the exam. See Appendix A1 to view an example for students taking the CAP 110 CBE.

Please be aware that you must earn a **grade of 73% or higher to pass the CBE**. All credit by exam grades are final and cannot be appealed, if you are unsuccessful with the exam you will have to register for the _____ class.

If you are currently registered for _____ in the upcoming semester, it is **your** responsibility to remove yourself from the course prior to the start of the semester if you successfully complete the exam. If you do not remove yourself from the class prior to the start of the semester, you will be responsible for any associated costs.

If you have any additional questions please feel free to contact _____ at _____@goodwin.edu or (____)____ - _____.

Thank you,

Appendix A1: CAP110 CBE

Hello _____,

This e-mail is to **confirm your registration** for the CAP 110 Credit By Exam (CBE). This registration is valid for **30 days from the receipt of this e-mail**. If you do not complete the steps below within 30 days you will need to re-register for the CBE.

Now that you are registered for the CBE, here are the next steps for you to complete:

4. **Schedule the exam day and time.**
 - a. Contact the Academic Success Center by either calling (860) 913-2090, e-mailing ASCStaff@goodwin.edu, or going to room 209 of the main building to schedule the exam on a day/time convenient for you.
5. **Pay the \$100 Credit by Exam fee.**
 - c. Bring this e-mail registration confirmation to the Accounting Department to pay the exam fee.
 - d. Request and keep a receipt of payment in order to be admitted to the exam.
6. **Report to the Academic Success Center** on the day you have scheduled your CBE.
 - a. Bring a picture id (such as a driver's license, passport, or state ID card), this e-mail registration confirmation, your receipt of payment, and a pencil.
 - b. If you do not have this documentation with you, for whatever reason, you will not be allowed to take the exam on the day it is scheduled.

To prepare for the exam, here is some important information:

- The CAP110 credit by exam was designed for students who have extensive knowledge of the most recent versions of Microsoft Office Word, Excel, and PowerPoint. Students should also have an understanding of basic computer components and concepts.
- You will have **three hours** to complete four sections (1) basic computer terminology, software, and maintenance, (2) Word (3) Excel, and (4) PowerPoint. Time management is an important element of completing the exam.
- The CAP110 CBE can be challenging so it is highly recommended, regardless of your skill level, to study for this exam. Study materials are available by clicking on the following link: <http://www.goodwin.edu/credit-by-exam/cap-study-materials>.

Please be aware that you must earn a **grade of 73% or higher to pass the CBE**. All credit by exam grades are final and cannot be appealed. If you are unsuccessful with the exam you will have to register for the CAP 110 class.

If you are currently registered for CAP110 in the upcoming semester, it is your responsibility to remove yourself from the course prior to the start of the semester if you successfully complete the exam. If you do not remove yourself from the class prior to the start of the semester, you will be responsible for any associated costs.

If you have any additional questions please feel free to contact Yvette Onye at yonye@goodwin.edu or 860-913-2232.

Thank you

Appendix B

The below document is the CBE Registration Reminder e-mail. This e-mail can be sent to students to remind them of the deadline to take the CBE they are registered for. It is up to the discretion of the department to send a CBE Registration Reminder e-mail.

Hello _____,

I wanted to remind you that you were registered for the _____ CBE on _____. The registration is valid for 30 days, you now have **two weeks** to schedule and take the CBE before your registration is no longer valid.

Please complete the steps below before _____.

7. **Schedule the exam day and time.**
 - a. Contact the Academic Success Center by either calling (860) 913-2090, e-mailing ASCStaff@goodwin.edu, or going to room 209 of the main building to schedule the exam on a day/time convenient for you.

8. **Pay the \$100 Credit by Exam fee.**
 - e. Bring this e-mail registration confirmation to the Accounting Department to pay the exam fee.
 - f. Request and keep a receipt of payment in order to be admitted to the exam.
 - a. If you have already paid for the exam but are unable to take the exam within the next two weeks, your receipt of payment will still be valid when you re-register for the exam.

9. **Report to the Academic Success Center** on the day you have scheduled to take your CBE.
 - a. Bring a picture id (such as a driver's license, passport, or state ID card), this e-mail registration confirmation, your receipt of payment, and approved supplies (pencil, calculator, scrap paper).
 - b. If you do not have this documentation with you, for whatever reason, you will not be allowed to take the exam on the day it is scheduled.

If you are unable to take the CBE within the next two weeks, please re-register for the CBE when you are able to take the exam within a 30-day time frame.

If you have any additional questions please feel free to contact _____ at
_____@goodwin.edu or _____.

Thank you,

Appendix C

The below templates should be used to notify students and the Transfer Coordinator/Registrar of the results of completed CBEs.

After grading the CBE(s) please e-mail the student with the applicable results e-mail below. Then e-mail the Transfer Coordinator and Registrar the results e-mail with one or multiple student results. The Transfer Coordinator/Registrar should be notified of all results whether the student passed or failed.

All results e-mails should be sent within 10 days of a student completing the exam.

Student Results E-mail: Failure

Hello _____,

I am sorry to notify you that you received a score of ___% on the _____ CBE which unfortunately is not a passing grade for the exam. Therefore, you will need to register for _____ course to fulfill this programmatic and/or graduation requirement at Goodwin College.

If you have any questions or concerns regarding this information, please feel free to contact me.

Thank you,

Students Results E-mail: Pass

Hello _____,

Congratulations, you received a score of ___% on the _____ CBE therefore you have passed the exam and fulfilled this programmatic and/or graduation requirement at Goodwin College. I will notify the proper department of this information to update your records.

If you have any questions or concerns regarding this information, please feel free to contact me.

Thank you,

Transfer Coordinator & Registrar Results E-mail

Hello _____,

Please accept this e-mail as official notification of the following student(s) successful completion of the _____ Credit by Exam. It would be greatly appreciated if you can update Sonis to reflect this information.

| ID | Name | Grade | Date of Exam |
|----|------|-------|--------------|
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If you need any additional information, please let me know.

Thank you,