

MISSISSIPPI STATE UNIVERSITY[™]

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic
Operating Policy and Procedure Manual

DATE: November 15, 1989

SUBJECT: AOP 12.26 - Undergraduate Credit by Examination

PURPOSE:

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding among the holders of this manual regarding the issuing of undergraduate credit by examination.

REVIEW:

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE:

Undergraduate credit by examination is included as part of the overall limit of 25 percent of non-traditional credit that may be counted toward graduation.

1. **Advanced Placement Examinations.** Students entering Mississippi State University for the first time are allowed credit on the advanced placement examination administered by the College Entrance Examination Board. Grades of Satisfactory (S) appear on the transcript for courses in which advanced placement credit is earned. These courses do not affect grade-point averages. Applicability of such credit to a specific degree is to be determined by the appropriate dean.

A list of specific courses approved for Advanced Placement credit may be obtained from the University Registrar. As more high schools develop Advanced Placement courses, Mississippi State University will consider their inclusion in this listing for credit.

2. **Advanced Standing Examinations.** Applications for advanced standing examinations must be submitted to the Provost and Executive Vice President; application forms are available in that office. The Academic Calendar, published in the annual *Bulletin*, will specify the final date for filing applications. The applicant must be a regularly enrolled student in residence on the campus, when he or she files the application and takes the examination.

Advanced standing examinations must be taken within two weeks from the date of approval by the Provost and Executive Vice President. The grade card (signed by the instructor who graded the examination, the head of the department, and the student's dean) must be filed in the office of the Provost and Executive Vice President within one week following; otherwise, the student's application will become null and void.

The student is responsible for making arrangements with the instructor concerning the time and the place of the examination. The student must appear for the examination on the date agreed upon. The student may attempt an advanced standing examination in a given course only one time and there will be no appeal process.

Grades of C or better are satisfactory (S) grades, and will be so designated on the transcript, and will accrue hours toward graduation, including courses specifically required for graduation. Grades below C are unsatisfactory and are not recorded on the transcript. Courses passed or failed on advanced standing examinations will have no bearing on the computation of the grade point average.

Credits earned through an advanced standing examination in any course considered prerequisite for an advanced course will be applied toward graduation hours only if the examination is passed before the advanced class has been started.

3. **College-Level Examination Program (CLEP).** Mississippi State University serves as an open testing center for both the General and Subject Examinations. Academic credit on the Subject Examinations is awarded to students who are enrolled at the University and who make a scaled score as indicated in the university bulletin. Credit is considered the same as extension credit and is subject to the same limitations. The applicability of credit toward degree requirements is determined by the dean and/or department head concerned. A list of courses for which credit may be obtained can be found in the current Bulletin of Mississippi State University. The bulletin is available online at <http://www.registrar.msstate.edu> or in print. If you have any questions concerning CLEP credit, contact the Registrar's Office.

4. **The International Baccalaureate (IB).** The International Baccalaureate (IB) program is a comprehensive and rigorous two-year curriculum, leading to examinations, for students between sixteen and nineteen years of age. To accommodate differences among cultures regarding academic standards, it is a deliberate compromise between the specialization required in some national systems and the breadth preferred in others. The general objectives of the IB are to provide students with a balanced education; to facilitate geographic and cultural mobility; and to promote international understanding through a shared academic experience. The student who satisfies its demands demonstrates a strong commitment to learning, both in terms of the mastery of subject content and in the development of the skills and discipline necessary for success in a competitive world.

The IB curriculum consists of six subject groups:

Language A	(best language) including the study of selections from World Literature
Language B	(second language) or another Language A
Individuals and Societies	History, Geography, Economics, Philosophy, Psychology, Social Anthropology, Business and Organization
Experimental Sciences	Biology, Chemistry, General Chemistry, Applied Chemistry, Physics, Environmental Systems, Design Technology, Physical and Chemical Systems

Mathematics	Mathematics, Mathematical Methods, Mathematical Studies, Advanced Mathematics
Electives	Art/Design, Music, Latin, Classical Greek, Computing Studies, History and Culture of the Islamic World, Advanced Mathematics, a second subject from the humanities or the sciences, a third modern language, a school-based syllabus approved by the IB

All IB Diplomas candidates are required to offer one subject from each of the groups. At least three and not more than four of the six subjects are taken at the Higher level, the others at the Subsidiary level. Each examined subject is graded on a scale of 1 (minimum) to 7 (maximum). The award of the Diploma requires a minimum total of 24 points and the satisfactory completion of three additional requirements: the Extended Essay of some 4000 words, which provides the first experience of the independent research paper; a course **entitled Theory of Knowledge (ToK)**, which explores the relationships among the various disciplines and ensures that students engage in critical reflection and analysis of the knowledge acquired within and beyond the classroom; the compulsory participation in Creativity, Action, and Service (CAS) extracurricular and community-service activities. Bonus points may be awarded for the exceptional essay or performance in Theory of Knowledge.

Mississippi State University recognizes the IB Program. Advance standing credit will be considered for the higher level subject examinations with scores of 5, 6 or 7 pending approval of the various colleges, schools and major departments of the university.

A final official IB transcript will be sent by the International Baccalaureate North America (IBNA) regional office following the grade awarding and upon the request of the student. The document will indicate the level of the subjects, the grade awarded in each, the total point score and the completion of the additional Diploma requirements. Results are available in late July for May session candidates.

RESPONSIBILITIES:

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2016

APPROVED BY:

<u>/s/ Peter L. Ryan</u>	<u>02/20/2012</u>
Associate Provost for Academic Affairs	Date

<u>/s/ Jerome A. Gilbert</u>	<u>02/22/2012</u>
Provost and Executive Vice President	Date

<u>/s/ Meghan Millea</u>	<u>02/29/2012</u>
Chair, Robert Holland Faculty Senate	Date

REVIEWED BY:

<u>/s/ Lesia Bryant</u>	<u>03/23/2012</u>
Office of Internal Audit	Date

<u>/s/ Joan L. Lucas</u>	<u>03/30/2012</u>
General Counsel	Date

APPROVED:

<u>/s/ Mark Keenum</u>	<u>04/03/2012</u>
President	Date