Credit used to Accelerate Undergraduate Time-to-Degree
(Credit By Exam, Departmental Proficiency Examination,
MOOCs, Prior Learning, and Military) Upon Admission

<table>
<thead>
<tr>
<th>SUBJECT (R*)</th>
<th>EFFECTIVE DATE (R*)</th>
<th>POLICY NUMBER (O*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Community (faculty, students, and administration)</td>
<td>January 4, 2016</td>
<td>340.350</td>
</tr>
</tbody>
</table>

POLICY STATEMENT (R*)

Students may utilize the following measures for accelerated credit. Accelerated credit cannot be applied to meet the 25% residency undergraduate degree credit requirement. If duplicate credit exists among any accelerated credit, the exam/method of completion yielding the most credit will be awarded. Students may earn accelerated credit through a combination of the following:

- Credits may be earned through Advanced Placement (AP), Advanced International Certificate of Education Program (AICE), International Baccalaureate (IB), College-Level Examination Program (CLEP), DSST (DANTES) and Excelsior Exams according to state guidelines.
- Additional credit may be awarded for departmental proficiency examination, prior online coursework (MOOCs), prior learning, and prior military experience.

REASON FOR POLICY (O*)

To state the conditions under which accelerated credit may be applied towards a degree upon admission to the University.

DEFINITIONS (R*)

Prior Learning: Theory and knowledge acquired through life/work experiences that are equivalent to college level coursework

PROCEDURES (O*)

1) Credit By Exam: Credit for Advanced Placement (AP), Advanced International Certificate of Education Program (AICE), International Baccalaureate (IB), College-Level Examination Program (CLEP), DSST (DANTES) and Excelsior Exams.
   a) Students admitted in the Fall or Spring term must complete these exams prior to enrollment. Official scores must be reported to FIU before the end of the first term of enrollment. Exception: CLEP exams may be taken while the student is enrolled.
   b) Students admitted in the Summer Term must complete these exams prior to enrollment. Official scores must be reported to FIU before the end of the Fall term. Exception: CLEP, DSST, and Excelsior exams may be taken while the student is enrolled.
   c) Equivalent courses earned via exams generally fulfill the same requirements that an FIU course fulfills.
   d) Courses designated as UCC1 or UCC2 (e.g., MAC UCC1, WRH UCC2) meet University Core Curriculum (UCC) requirements, but may not meet major requirements.
   e) Course equivalencies are included in the student's academic record, including the official and unofficial transcript, the Transfer Credit Report, and the Panther Degree Audit (PDA).
   f) There are no grades associated with these exams, and therefore, no impact on a student's cumulative Grade Point Average (GPA).
   g) Students with older scores will be awarded credit based on either the new minimum scores and course equivalencies, or the University’s policy in effect when the student took the exams. Award will depend on each exam.
   h) Exams not listed on the equivalency tables are subject to further review. For equivalency, contact Transfer & Transition Services (TTS): course/exam outline(s) are required.
2) Departmental Proficiency Examination
   a) Departmental Proficiency Examination is only available for courses that do not have CLEP equivalent.
   b) Awarding departmental credit by examination is the prerogative of each academic unit.
   c) To receive credit by examination a student must be a regular degree-seeking student and register for the exam at the testing center.
   d) Once the student is awarded credit for the exam, an EM (examination) grade will be recorded on the transcript but will not be used in the calculation of the GPA.
   e) Departmental Proficiency Examinations cannot be used for a course previously attempted.

3) Online Coursework Completed Prior to Initial Enrollment (e.g., MOOCs – massive open online courses)
   a) To receive credit for online coursework completed prior to initial enrollment, undergraduate admitted students must request that TTS evaluate credit prior to the beginning of the term of enrollment.
   b) FIU will accept ACE-evaluated online coursework completed prior to initial enrollment.
   c) For courses that are not ACE-evaluated and whose credits are not transferred pursuant to §1007.27(7) F.S. (Common Course Numbering System), the review procedures are as follows:
      i) Students must provide a course syllabus that contains:
         1. Course description
         2. Course objectives and student learning outcomes
         3. Course assignments
         4. Textbook and reading assignments
      ii) Students must provide faculty credential information, including: degrees earned, subject field, university awarding degree
      iii) Subject matter faculty will review faculty credentials and the syllabus for outcome equivalency;
      iv) Subject matter faculty may request additional information to determine student demonstrated mastery of competency.
      v) If the course meets the established criteria, credit will be awarded but will not be used in the calculation of the GPA.
   d) Subject faculty reserve the right to require the student to take a challenge exam to demonstrate mastery of competency.

4) Prior Learning
   a) Students may consult with their departmental advisor to receive credit for prior learning experiences.
   b) The optimal method of documenting prior learning is through a departmental exam.
   c) Awarded credits are identified on a student's transcript but will not be used in the calculation of the GPA. The evaluation and the basis on which credit is awarded are attached electronically to the student record.

5) Military Credits
   a) If transferring with less than 60 credits: Students may receive military credits towards the UCC and/or lower division electives.
   b) If transferring with more than 60 credits: Upper division coursework may be awarded at the discretion of the academic department.

6) Appeals Process
   a) Students may contact Transfer and Transition Services to appeal the acceptance/denial of credits used to accelerate time-to-degree. Appeals must be based on additional evidence/documentation.

---

**HISTORY (R*)**

Adopted December 8, 2015

---

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)**

Division of Academic Affairs
Florida International University

---

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)**

Office of the Provost
Florida International University
11200 S.W. Eighth Street PC 526
Miami, Florida 33199
Telephone Number: 305-348-2151

---

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at [http://policies.fiu.edu/](http://policies.fiu.edu/).

For any questions or comments, the “Document Details” view for this policy online provides complete contact information.
<table>
<thead>
<tr>
<th>FORMS/ONLINE PROCESSES (O*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Links to the above referenced Form(s) available in the &quot;Document Details&quot; Section of the online version of this policy document.</td>
</tr>
</tbody>
</table>

*R = Required  *O = Optional