

# Academic Information and Regulations

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## Credit from Sources Other Than Prairie View A&M University

Courses accepted for transfer credit must be from a college or university accredited by one of the regional accrediting agencies for higher education and must be similar in character and content to courses offered at Prairie View A&M University. Some credits accepted as transfer credits may not apply to a degree program. Duplicate, developmental, remedial, and study skills courses are not transferable credits. A maximum of 90 credit hours of course work transferred from an upper division institution may be applied toward a degree. A maximum of 66 credit hours of course work transferred from a lower division institution may be applied toward a degree. A maximum of 30 credit hours may include Advanced Placement, CLEP, Correspondence, Military Training, or Extension Courses.

Only courses with grades of "C" or above will be accepted for transfer, except in the case of sequential courses in which a "D" was earned in the first course and a grade of "B" or better was earned in the second course at the same institution. No credit is allowed for work experience or work completed at non accredited institutions except by AP or CLEP examination. If a transfer course has been graded on a pass/fail basis, the college/university at which the course was taken must provide written documentation to the Registrar that the course was passed at a grade level equivalent of "A", "B", or "C". Additionally, only courses with a grade of "C" or better may be accepted towards credit in either the major or the minor. Courses taken at community/junior colleges will not be accepted for transfer at the upper division (junior/senior) level.

Courses being transferred from an institution outside the territorial United States must be evaluated. Students are required to have their course work evaluated by one of the following or an equivalent recognized service and are to submit the evaluation to the Office of Undergraduate or Graduate Admissions at least thirty (30) days before the beginning of the semester for which the student wishes to enroll.

### The Educational Credential Evaluators, Inc.

P.O. Box 514070  
Milwaukee, Wisconsin 53203-3470  
414-289-3400

### Span Tran Educational Services

7211 Regency Square Blvd. Ste. #205  
Houston, Texas 77036  
713-266-8805

For a transfer student to complete the application file and finalize the admission process, a final transcript must be sent directly from the community/junior college or university. It is the responsibility of the student to request that the transcript be sent. If the transcripts submitted as part of the application procedure are final and official, additional transcripts are not required.

## Correspondence and Extension Courses

Correspondence or extension courses will be treated as transfer courses and not included in the cumulative GPA. All such courses must be approved by the dean of the respective college before they are accepted as transfer credit in a degree program.

## Military School Credit

Credit for courses taken at military schools or by correspondence will be evaluated for acceptance by the Office of the Registrar in accordance with American Council on Education guidelines. Credit will be awarded upon a military student's matriculation as a student at the University's main campus or approved off-campus sites.

## Prior Learning Assessment

**Experiential Learning Portfolio (ELP), Advanced Placement (AP), College-Level Examination Program (CLEP) and International Baccalaureate Organization (IBO)** tests should be presented for evaluation prior to the semester in which graduation is planned and/or during the last eighteen (18) hours required for graduation. Total hours of **ELP/AP/CLEP/IBO** allowed are thirty (30) semester credit hours.

Students wishing to inquire about advanced placement must contact the Academic Enrichment Office in Room 141 of the Delco Building or at 936-261-3699. Letter grades will not be awarded for advanced placement achievement, and the AP or CLEP credits will not be counted in the student's cumulative GPA. Students receive only applicable credit hours for satisfactory achievement on Advanced Placement or CLEP tests. Applicable Advanced Placement credits received at other institutions may be applied toward degree plan requirements at PVAMU provided they were awarded as letter grades at the other institution or an official College Board transcript is sent to PVAMU designating the grade or score received on the AP or CLEP test. Advanced placement scores or transfer credits cannot be taken from other university or college transcripts, and PVAMU does not accept scores submitted from students. Scores must be received from the College Board on an official CLEP Transcript or AP Student Grade Report. If a course has been taken and failed at Prairie View A&M University, it may not be replaced by a subsequent **Prior Learning Assessment**. A student may take a CLEP test to receive credit for a course previously failed at the University; however, the CLEP credit will not *replace* the failed grade on the student's official transcript.

Documentation of TSI Assessment exemption or passage of all sections of the TSI Assessment is required prior to receiving credit for Advanced Placement, College Level Examination Program or Correspondence and Extension Courses which will be applied toward degree requirements.

## Experiential Learning Portfolio

An Experiential Learning Portfolio can be created to give students college credit for life or work experience. The CURR 1003 course is for students who need to create their portfolio. Credit is awarded for demonstrated learning, NOT experience alone. Students must be TSI Complete to enroll in the CURR 1003 course. The most popular portfolio topics include: Business and Management, Information Systems/Technology, Human Resources, Finance/Accounting, Criminal Justice/Legal, Hospitality/Event Management and Healthcare Administration. To see what options would be best for you, visit the Learning Counts website and try the College Credit Predictor Tool (<http://www.learningcounts.org>).

## Advanced Placement Testing (AP)

Advanced Placement Tests are developed by the College Board and administered nationally at approved test sites where the Scholastic Aptitude Test is administered. Scores on the *national* Advanced Placement Test between the levels of 3 and 5 will be acceptable for credit. Credit for advanced placement is subject to the total hour limitation of 30 semester credit hours.

## College Level Examination Program (CLEP)

The CLEP is a national testing program offering students the opportunity to earn college credit by examination. The University will accept credit by examination in American Literature, General Biology, General Chemistry, College Composition, English Literature, Foreign Languages, American Government, American History, and Mathematics. The acceptance of credit by the University does not assure the application of this credit to a specific degree or other program.

CLEP tests taken at Prairie View A&M University will normally be counted in the student's cumulative grade point average (GPA). If a course has been taken and failed at Prairie View A&M University and a CLEP test for that course is subsequently taken and passed, the CLEP grade will not be counted in the cumulative GPA and will not replace the failed grade on the official transcript. It will satisfy the degree requirement. CLEP tests taken through other institutions will not be included in the cumulative GPA. Scores from the general knowledge tests will not be accepted. Only scores from the subject tests will be accepted.

## International Baccalaureate Organization (IBO)

Prairie View A&M University (PVAMU) recognizes the International Baccalaureate program for those students who earn the IB diploma, or a specific grade in the IB course. Presently, PVAMU awards credits for IB courses taken at the both the Higher Level (HL), and Standard Level (SL).

### IB Limitation

Students who earn an IB diploma may be given credit for at least 24 Semester Credit Hours (SCH) at PVAMU provided that they score at least a 4 on each subject exam. However, it will be the student's responsibility to request such credit. PVAMU strongly encourages students to meet with their academic advisor to determine how much credit will best serve their degree matriculation. Students who score less than a 4 will not be granted credit for that particular exam. No grade will be awarded; only SCH for specific courses. Credit will not be awarded for an exam if the student is enrolled in the course of has already taken the course.

### IB Acceptable Scores and Credit

An official score report must be received from a first-time freshman (or any student who has not received college credit for these exams at another institution) before credit will be awarded. A transfer student, who has received credit for one or more IB exams at another institution, may be granted SCH at PVAMU upon receipt of an official transcript from the other institution as long as the credit awarded at the other institution is transferable to PVAMU.

A student must earn the International Baccalaureate diploma and receive a score of at least a 4 to receive and SCH for the IB exam. Students who take the IB exam without achieving the IB diploma will be evaluated on an individual basis.

## Advanced Placement Examinations Course Equivalency Table

Examination	Score	Semester Credit Hours	University Course Name	University Course Number
Art History	3	6	ARTS	ARTS 2223 & ARTS 2233
Biology	3	10	BIOL	BIOL 1015 & BIOL 1025
Calculus AB	3	4	MATH	MATH 1124
Calculus BC	4	8	MATH	MATH 1124 & MATH 2024
Calculus BC	3	4	MATH	MATH 1124
Chemistry	3	6	CHEM	CHEM 1033 & CHEM 1043
Chinese - Language	3	6	CHIN	CHIN 1013 & CHIN 1023
Chinese - Language	4	6	CHIN	CHIN 1013 & CHIN 1023

Chinese - Language	5	12	CHIN	CHIN 1013, CHIN 1023, CHIN 2013 & CHIN 2023
Computer Science A	3	6	COMP	COMP 1013 & COMP 1213
English – Language and Composition	3	3	ENGL	ENGL 1123
English - Language and Composition	4	3	ENGL	ENGL 1123
English - Language and Composition	5	6	ENGL	ENGL 1123 & ENGL 1133
English – Literature and Composition	3	3	ENGL	ENGL 2153
French – Language	3	6	FREN	FREN 1013 & FREN 1023
French - Language	4	6	FREN	FREN 1013 & FREN 1023
French - Language	5	12	FREN	FREN 1013, FREN 1023, FREN 2013 & FREN 2023
Government and Politics – U.S.	3	3	POSC	POSC 1113
History – U.S.	3	6	HIST	HIST 1313 & HIST 1323
Human Geography	3	3	GEOG	GEOG 1223
Macroeconomics	3	3	Principles of Macroeconomics	ECON 2123
Microeconomics	3	3	Microeconomics	ECON 2113
Music Theory	3	3	MUSC	MUSC 1233
Physics 1	3	4	PHYS	PHYS 2513 & PHYS 2511
Physics 2	3	4	PHYS	PHYS 2523 & PHYS 2521
Psychology	3	3	PSYC	PSYC 1113
Spanish – Language	3	6	SPAN	SPAN 1013 & SPAN 1023
Spanish – Language	4	6	SPAN	SPAN 1013 & SPAN 1023
Spanish – Language	5	12	SPAN	SPAN 1013, SPAN 1023, SPAN 2013 & SPAN 2023
Spanish – Literature	3	6	SPAN	SPAN 3023 & SPAN 3033
Statistics	3	3	MATH	MATH 2003

## Courses For Which CLEP Credit Can Be Earned

Name of Examination	Required Score	Course Credit
Composition and Literature		
American Literature	50	ENGL 2423
Analyzing and Interpreting Literature	50	ENGL 2153
English Literature	50	ENGL 2263
College Composition	53	ENGL 1123 & ENGL 1133
College Composition Modular Writing <sup>1</sup>	55, 3/4	ENGL 1123
Foreign Languages		
French Level I	50	FREN 1013 & FREN 1023
French Level II	59	FREN 2013 & FREN 2023
Spanish Level I	50	SPAN 1013 & SPAN 1023
Spanish Level II	63	SPAN 2013 & SPAN 2023
History & Social Sciences		
American Government I	52	POSC 1113
American History I...1877	50	HIST 1313
American History II...1865	50	HIST 1323
Human Development	50	PSYC 2423
Science & Mathematics		
Algebra	50	MATH 1113
Precalculus	50	MATH 1115

Calculus	50	MATH 1124
General Biology	50	BIOL 1113 & BIOL 1111
General Chemistry	52	CHEM 1013 & CHEM 1023, CHEM 1011 & CHEM 1021
<b>Business</b>		
Financial Accounting	50	ACCT 2113
Introductory Business Law	50	BLAW 2203
Principals of Management	50	MGMT 3103
Principles of Marketing	50	MRKT 3103
Information Systems & Computer Applications <sup>2</sup>	50	MISY 1013 or COMP 1003
Principles of Macroeconomics	50	ECON 2123
Principles of Microeconomics	50	ECON 2113

<sup>1</sup> Student must score at least a 3 out of a 4 on a departmental writing component scored by the faculty.

<sup>2</sup> Major Driven

Information can be obtained by contacting the following office:

#### **Division of Academic Enhancement**

##### ***Department of Testing***

Prairie View A&M University

Mail Stop #3002

P. O. Box 519

Prairie View, TX 77446-0519

Phone: (936) 261-3699

FAX: (936) 261-3612

For additional information:

#### **College-Level Examination Program**

The College Board

P.O. Box 6601

Princeton, NJ 08541-6601

Phone: (609) 771-7865

FAX: (609) 771-7088

E-Mail: clep@collegeboard.org

#### **IMPORTANT NOTES about the TSI Assessment:**

- The TSI Assessment is a computer-based exam. If you do not like the score you received, you may re-test. Re-testing is not free. You will have to pay for each section you retest.
- The cost for the exam is \$10/section. You can find out which section you need to take by emailing aetesting@pvamu.edu or calling (936) 261-3699.
- Electronic score reports are available immediately. The exception to this may be the essay portion of the exam. On occasion these tests are hand graded and your score will be available within 24 hours.
- Scores may not be entered on your transcripts if any or all outstanding fees that are applicable are not paid in full.
- Scores are generally entered into the system within 72 hours of test completion.
- Calculators are NOT permitted. If a calculator is needed, one will pop up on the computer screen for your usage.
- The test session is (5) hours long. The time may be used to work on any or all three sections of the test. You may leave when you are finished.

#### ***Test Day Regulations:***

Items **NOT** allowed in testing room:

- Briefcases or packages
- Baseball caps and non-religious headwear
- Watches with alarms
- Highlighters
- Cameras (watch for pocket sized cameras), electronic pagers, or any other electronic or communication devices;
- Calculators, calculator watches;
- Slide rules, dictionaries, or spell checkers;

- Books, notes, notebooks, paper, or study aids;
- Food or beverages (unless prior written approval is granted)

**ALL CELLPHONES ARE TO REMAIN OFF** (not silent, vibrate or airplane mode) **DURING TESTING**. If a cell phone vibrates or causes computer disruption, you will be asked to leave. this is **NON NEGOTIABLE**. All belongings **MUST** be locked up in the lockers provided for you.

If you have any of the items listed above after the test begins, you may be requested to leave testing site **IMMEDIATELY** and your scores will be cancelled.

To sign up for testing visit [www.pvamu.edu/testing](http://www.pvamu.edu/testing)

## **PVAMU Cheating Policy for the Department of Testing**

This document serves to inform students utilizing the Prairie View A&M University Testing Center of the university policy on cheating and the repercussions of such actions.

### **Part I:**

PVAMU has set forth a policy regarding academic dishonesty.

The university and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating, plagiarism and collusion. Cheating or plagiarism in any degree will not be tolerated by Prairie View A&M University and will result in **NO LESS** than immediate dismissal from the examination in question. Further proceedings to have the violator suspended from class and/or from the college may be initiated through the current policy of the university on grievances.

### **CHEATING INCLUDES:**

1. Copying from another student's test paper, laboratory report or other report, or computer files, data listings and/or programs.
2. Using materials during a test that are not authorized by the test administrator.
3. Collaborating with another person or persons during an examination or in preparing academic work without authorization.
4. Knowingly, and without authorization, using, buying, selling, stealing, soliciting, copying or possessing, in whole or in part, the contents of an un-administered test.
5. Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or the preparation of academic work to be submitted for academic credit.
6. Purchasing or otherwise acquiring and submitting as one's work any research paper or writing assignment prepared by an individual or firm.
7. Accessing "other" data files during exams, quizzes or other computerized testing programs.

Anyone who knowingly falsifies, or is a party to the falsifying of, any official university record (including, but not limited to, electronic test scores, Texas Success Initiative score reports, admission documents, or transcript information) will be subject to any or all of the following penalties:

1. Withdrawal from all classes with no refund
2. Dismissal from the institution
3. Loss of credit earned while they were using documents to falsify their records

### **Part II:**

The PVAMU Testing Center is monitored by two-way surveillance mirrors and proctors who periodically roam the room while testing. In addition to this security, all computer exams administered are remotely monitored from a central location where student desktops are available for viewing at all times. Your verbal and nonverbal actions, regardless of intention, will be observed and may be reported while present at the Testing Center.

You will be required to put all miscellaneous items including, but not limited to, purses, backpacks, notebooks, coats, hats, cell phones, pagers and textbooks in a pre-assigned locker. You may not access these items while taking your test. Cell phones, pagers and other electronic communication devices must be turned off prior to placing them in the locker. No baseball caps or "hoodies" may be worn in the testing center. If you need to take a jacket/sweater into the testing room, it must be inspected by testing personnel prior to entry into the testing center.

The PVAMU Testing Center will **NOT** tolerate cheating. Without exception, those suspected of cheating will be immediately dismissed from the Testing Center and the student will not be allowed to test until the cheating case against them has been resolved.

### **Part III:**

If you are caught cheating, your punishment will be decided by the Associate Director of University College. You will be notified via e-mail once the decision has been made. You may appeal the decision to the Director of University College within ten (10) business days from the receipt of the letter.

Please note that your case may be forwarded to the office of your specific major and the Office of Student Conduct for further review.

## **Credit Transfer for Associate Degree (Effective with the Fall 2013 semester)**

Any student

- who transferred to Prairie View A&M University from or previously attended a lower division institution of higher education in Texas and;
- has earned at least 30 credit hours for course work successfully completed at the lower-division institution of higher education; and
- has earned a cumulative total of at least 66 credit hours for course work successfully completed

is eligible for the Reverse Articulation program. For more information contact the Office of the Registrar.