

Test-Outs

Academic Policies

Approved: 09/02/2009

1. Every course available for Test-Out must be listed in the Testing Brochure distributed by the Office of Counseling, Testing and Academic and Career Planning Center (hereafter in this document referred to as the Testing Center).
2. Tests will be administered on an individual basis any time during the semester. The standards for eligibility as listed in the University Catalog will apply.
3. Tests should be College Level Examination Program (CLEP). When such a test is not available or applicable, the test will be developed by the individual MWSU department. This test must have the approval of three members of the departmental faculty or as many as possible. All Test-Out examinations must be coordinated through the Testing Center and will be administered in the Testing Center except when specific equipment or expertise is needed for performance based Test-Out (such as Foreign Language, Computer Science). When a Test-Out contains a performance based portion, it must also contain an objective portion. The objective portion must be administered and scored in the Testing Center and carry at least as much weight as any academic department and scored by three departmental faculty members or as many as possible. The student must receive a 70% and meet any standards established by the academic department on each portion of the Test-Out to pass. Instructors of classes for which Test-Outs are to be administered will provide the Testing Center with three equated forms of the Test-Out examination.

The following guidelines for Test-Out must be strictly adhered to:

- Complete the Petition for Test-Out for available in the Testing Center.
- Fees for the Test-Out are payable in the Testing Center (Eder Hall/C203).
- The student will receive further information about time and location of testing from the Testing Center.
- Test-Outs which are originated on the MWSU campus in any other manner than the above procedure will be considered invalid.

Any exceptions to the procedures or guidelines must be approved by the Admissions and Graduation Committee.

The approved procedures and guidelines for Test-Out should include a statement of expectation from the Provost and Vice President for Academic and Student Affairs.

The nature of this statement of expectation should reflect that Test-Out procedures in MWSU academic departments are expected to include student performance in the Test-Out at or above the "C" grade level. The academic departments are expected to monitor their procedures and operate in the spirit of this expectation.