

A first-year student entering the University of Richmond can bring in no more than 30 semester hours of credit, including credit by examination and transfer credit. The University of Richmond offers several credit by examination options which are described below. Work taken through other institutions prior to initial enrollment is evaluated on an individual basis and may require information in addition to the official transcript. Not all departments will accept work taken as a part of a high school program even if transcribed by an accredited institution. The University of Richmond offers several credit by examination options which are described below.

Credit earned by examination may be used to satisfy requirements in the same manner as the college courses which the tests replace, or as the academic department concerned might specify. Like transfer work, credit earned by examination will not be awarded for the same course more than once. Exemption from a course based on an examination score will meet an individual requirement but will not be eligible for the transfer of credit. Please refer to the Undergraduate Academic Catalog for more information on specific requirements. Please note that this Credit by Examination Policy is effective as of March 2007 and is subject to change.

### **ADVANCED PLACEMENT PROGRAM (AP)**

The following list includes the AP examinations, scores for which the University of Richmond offers the transfer of credit or exemption, the equivalent course, and the requirement applied. Official AP scores must be sent directly from the College Board to the University of Richmond (college code 5569) before credit may be applied towards a program of study. Additional information about AP exams may be found on the College Board web site: <http://www.collegeboard.com/ap/students/index.html>

<b><i>AP Examination</i></b>	<b><i>Score</i></b>	<b><i>Credits</i></b>	<b><i>UR Course Equivalent</i></b>	<b><i>General Ed. Requirement Applied</i></b>
<b>Biology</b>	4-5	4.0	BIOL 102	FSNB
<b>Calculus AB</b>	4-5	3.0	MATH 211	FSSR
<b>Calculus BC</b> (For AB subscores, refer to the Calculus AB information above.)	4-5	6.0	MATH 211 & either 212 or 231	FSSR
<b>Chemistry</b>	4-5	4.0	CHEM 141	FSNC
<b>Comparative Government</b>	4-5	3.0	PLSC 240	FSSA
<b>Computer Science A</b>	3 4-5	0.0 4.0	Exempt from CMSC 150 as a prerequisite to enroll in CMSC 221 CMSC 150	FSSR
<b>Computer Science AB</b>	3-5	4.0	CMSC 150	FSSR
<b>English</b> (Composition or Literature)	4-5	3.0	ENGL 103	COM1
<b>Environmental Science</b>	4-5	4.0	BIOL 108	FSNB
<b>European History</b>	4-5	6.0	HIST 111 + HIST 100-level elective	FSHT
<b>French, German, Spanish, Italian, Japanese or Chinese</b> (Language or Literature)	3 4 5	0.0 3.0 6.0	Exemption Only 202 or 221 202 or 221	COM2 COM2 COM2
<b>Human Geography</b>	4-5	3.0	GEOG 210	FSSA
<b>Latin Literature</b>	4-5	3.0	LATN 202	COM2
<b>Latin: Vergil</b>	4-5	3.0	LATN 202	COM2
<b>Macroeconomics</b>	5	3.0	ECON 102	Not Applicable
<b>Microeconomics</b>	5	3.0	ECON 101	FSSA
<b>Music Theory</b>	4-5	3.0	MUS 108	Not Applicable
<b>Physics B</b>	4-5	8.0	PHYS 101-102	FSNP
<b>Physics C: Mechanics</b>	4-5	4.0	PHYS 131	FSNP
<b>Physics C: Electricity &amp; Magnetism</b>	4-5	4.0	PHYS 132	FSNP
<b>Psychology</b>	4-5	4.0	PSYC 100	FSSA
<b>Statistics</b>	4-5	3.0	MATH 119	Not Applicable
<b>U.S. Government</b>	4-5	3.0	PLSC 220	Not Applicable
<b>U.S. History</b>	4-5	6.0	HIST 120-121	FSHT

**INTERNATIONAL BACCALAUREATE (IB)**

The University of Richmond recognizes **Higher Level** exams only in the International Baccalaureate (IB) program. The following list includes the appropriate IB subject exams and scores approved by the academic department concerned to receive credit for the following equivalent courses and requirements. Official test results must be sent directly from the IB Organization to the University of Richmond before credit may be applied towards a program of study. Additional information about the IB exams may be found on their web site: <http://www.ibo.org/>

<b><i>IB Higher Level Subject Exam</i></b>	<b><i>Scores</i></b>	<b><i>Credits</i></b>	<b><i>UR Course Equivalent</i></b>	<b><i>General Ed. Requirement Applied</i></b>
<b>English (A)</b>	5	3.0	ENGL 103	COM1
	6-7	7.0	ENGL 103 +ENGL elective	COM1
<b>English (B)</b>	5-7	3.0	ENGL 100-level elective	Not Applicable
<b>Foreign Language (B): French, German, or Spanish</b>	5	3.0	202 or 221	COM2
	6	6.0	202 or 221	COM2
	7	6.0	202 or 221	COM2
<b>Foreign Language (B): All languages other than English, French, German or Spanish</b>	5	3.0	MLC elective	COM2
	6	6.0	MLC elective	COM2
	7	6.0	MLC elective	COM2
<b>Languages (A)</b>	5-7	3.0	MLC elective	COM2
<b>Anthropology</b>	5-7	3.0	ANTH 205	FSSA
<b>Biology</b>	5-7	4.0	BIOL 102	FSNB
Additionally, students scoring a 6 or 7 on the IB HL biology exam will, after consultation with the department, receive an exemption from <u>one</u> biology core course (BIOL 201, 205, 210 & 215).				
<b>Business &amp; Organization</b>	5-7	3.0	BUAD-general elective	Not Applicable
<b>Chemistry</b>	5-7	4.0	CHEM 141	FSNC
<b>Economics</b>	6-7	6.0	ECON 101-102	FSSA
<b>Greek</b>	5-7	3.0	GREK 202	COM2
<b>History of Europe</b>	5-7	6.0	HIST 111 + HIST 100-level elective	FSHT
<b>All other IB Histories</b>	5-7	6.0	2 HIST 100-level electives	FSHT
<b>Latin</b>	5-7	3.0	LATN 202	COM2
<b>Mathematics</b>	6-7	3.0	MATH 211	FSSR
			See Math and Computer Science Department Chair with your syllabus for information about additional course credit.	
<b>Music</b>	5-7	3.0	See Music Department Chair for information about this requirement and specific course credit.	
<b>Philosophy</b>	5-7	3.0	See Philosophy Department Chair for information about this requirement and specific course credit.	
<b>Physics</b>	6-7	8.0	PHYS 101-102	FSNP
<b>Psychology</b>	5-7	4.0	PSYC 100	FSSA
<b>Theatre</b>	5-7	3.0	See Theatre Department Chair and submit your: portfolio/individual project/research commission/practical play analysis for specific course credit.	

*Please note: This policy applies to the undergraduate divisions of the School of Arts & Sciences, the School of Business, and the School of Leadership Studies only. The School of Continuing Studies policy on Credit by Examination may vary.*  
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**TRANSFER WORK FROM ANOTHER INSTITUTION**

Credit in transfer may be accepted only for courses which are comparable to courses offered in the School of Arts and Sciences, Jepson School of Leadership Studies, and/or Robins School of Business curriculum at the University of Richmond. Moreover, the coursework must have been taken at an institution accredited by a regional accrediting agency or the international equivalent at the time the work was taken, and a grade or equivalent of C (2.0) or better must have been earned. Work taken through other institutions prior to initial enrollment is evaluated on an individual basis. Not all departments will accept work taken as a part of a high school program even if transcribed by an accredited institution. The departments of math, English, economics and history do not accept transfer credit for work taken as part of a high school program; other departments review such work on a case-by-case basis. In order for work taken at another institution to be evaluated for transfer credit, the University of Richmond must receive an official transcript mailed directly from the institution at which the work was completed. The student must also complete the Transfer Work Certification form available at <http://oncampus.richmond.edu/academics/registrar/forms/index.html>

If work taken elsewhere is transferable, the semester credit hours or equivalent as earned at the other institution will transfer. Coursework accepted in transfer shall be applied to specific degree requirements subject to the discretion of the academic department concerned. Hours awarded are added into hours required for graduation, but grades are not calculated in the grade point average.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

CLEP is administered by the College Board and offers recognized exams that are designed for students to demonstrate mastery of a subject at the college level. A student may not receive credit by CLEP examination for a college course in which a failing grade was earned, for course work in which college credit has already been awarded by the University of Richmond, or in a repeat attempt to receive credit. Certain departments may decline to accept credit for CLEP subjects in lower level course work if acceptable credit has already been earned for more advanced work in the discipline.

A minimum CLEP score of 50 demonstrates course mastery for each exam discipline, and is their recommended credit-granting score for the computerized testing format. The departments which have approved accepting CLEP subject exams with the minimum score of 50 are listed below. In addition to the test score, a departmental review may be required as published below. Credit earned through CLEP examinations is treated as transfer work. The credit is recorded on the permanent record in semester hours but neither grades nor quality points are given; therefore, these credits do not affect a student's grade point average.

The Office of the University Registrar handles the evaluation of CLEP test results. Any student may become eligible for this evaluation by providing the University with the results and, if required, the essay portion of the test in question. The exam scores must be sent directly from the College Board to the University of Richmond (college code 5569). Information about the administration of these exams and testing locations may be found on their web site: <http://www.collegeboard.org/clep/>

**CLEP Examinations and Credit Awarded:****1. CLEP GENERAL EXAMINATIONS (GEs)**

Students may earn credit based on the CLEP-GE tests as shown below. Credit allowances for new or other CLEP-GE tests may be evaluated on an individual basis.

<u>CLEP-GEs</u>	<u>Minimum Score</u>	<u>UR Course Equivalent</u>	<u>Hours Credit</u>
Humanities	50	Hum. Elec.	3*
Natural Science	50	Sci. Elec.	3*

\*A subscore minimum of 50 or above on the Fine Arts section of the Humanities Test is acceptable even if the overall score does not reach 50.

## 2. CLEP SUBJECT EXAMINATIONS

The following table lists information for acceptable tests. CLEP subject tests not listed below may be evaluated on an individual basis.

<i>Subject Exam</i>	<i>Minimum Score*</i>	<i>Credits</i>	<i>UR Course Equivalent</i>	<i>General Ed. Requirement Applied</i>
Biology	50	4.0	BIOL 102	FSNB
Chemistry	50	4.0	CHEM 141	FSNC
Macroeconomics	50	3.0	ECON 102	Not Applicable
Microeconomics	50	3.0	ECON 101	FSSA

Notes:                   \* *Credit shall be awarded if a score of 50 or above is achieved on the computerized test, for manual testing the ACE recommended minimum score is required.*  
                              \*\* *An essay exam prepared by the Department of Political Science must also be passed to receive credit for the American Government CLEP test.*

### **CREDIT BY LOCAL EXAMINATION**

Credit by local examination will be granted according to the following policy:

- Each department will determine which of its courses may receive credit by local examination, and if this will be applied towards particular requirements.
- Entering students may take the current examinations for exemptions or proficiency. After consultation with faculty advisors, they may then elect to take another examination for credit. Currently enrolled students may take the local examinations at any time they are scheduled. A list of courses for which credit by local examination may be earned will be maintained in the Office of the University Registrar. The same office will handle registration for credit by local examinations.
- The local examinations for credit will be given on the second Saturday of the Fall and Spring semesters at 9:00 a.m. and 1:00 p.m., and a fee of \$25.00 will be charged for each local examination. The student must declare his/her intent and pay the fee one-week before the scheduled examination. The local examinations for credit may be given also at a time agreed upon between the department and the student.
- A student may not take the same local examination more than once, nor for a course in which the student has received a failing grade. A student may not take a local examination for a lower level course in a sequence when a more advanced course within the sequence has been taken.
- Local examinations for credit will be on a credit with no grade basis.
- No more than 30 semester hours towards a degree may be earned by any combination of credit by examination.
- The local examination will be more comprehensive than a regular final examination, and it may include such additional materials as lab techniques, oral proficiency, etc.

<b><i>COURSES AVAILABLE FOR CREDIT BY LOCAL EXAMINATION</i></b>		
<b>Subject</b>	<b>Course</b>	<b>Gen Ed.</b>
Music	Mus 108-109	
Philosophy	Phil 251	FSSR
Sociology	Soc 101	FSSA

**EXEMPTION BY EXAMINATION**

An exemption means that a student does not have to complete a course or courses to fulfill a particular requirement for their degree and/or does not have to fulfill the course in order to take upper level coursework in the appropriate subject. However, an exemption does not constitute the transfer of credit and the student must still obtain the required number of earned credits in order to graduate. Please refer to the Undergraduate Catalog for the number of credits required for a specified degree program. In addition to the exemptions based on AP examination scores, the University of Richmond offers the following exemptions based on the following test.

<i>Test</i>	<i>Score</i>	<i>Credits<sup>1</sup></i>	<i>UR Course Equivalent</i>	<i>Gen Ed. Requirement Applied</i>
<b>SAT Writing Prior to 2006</b>	660 or higher	0.0	ENGL 103	COM1
<b>SAT II Subject Test:</b>				
<b>Writing</b>	660 or higher	0.0	ENGL 103	COM1
<b>Second Language</b> (Language or Listening)	630 or higher	0.0	Varies-Meets the final intermediate level of the specified language	COM2
<b>TOEFL (Test of English as a Second Language)</b>	550 or higher (manual) 213 or higher (computerized) 80 or higher (internet)	0.0	Varies	COM2
<b>ACT Composite</b>	30 or higher	0.0	ENGL 103	COM1
<b>ACT Writing</b>	32 or higher	0.0	ENGL 103	COM1

**INTERNATIONAL EXAMINATIONS:**

The following are guidelines for the advance standing examinations from British, French, German, and Icelandic based educational systems. The Office of the University Registrar and the Office of Admission will further serve students with these and other international exams on a case-by-case basis.

**GENERAL CERTIFICATE OF EDUCATION**

The examinations for the General Certificate of Education (GCE) are tests in individual subjects for students completing secondary and pre-university studies in a British based educational system. The University of Richmond may award elective credit hours for most examinations with a grade of C or better, provided the examination was taken at the Advanced Level (AS/A2), the student earned a pass of C or better, and the examination is part of the Richmond curriculum.

Upon departmental recommendation, a student with an acceptable score may earn one, and no more than two, semesters of elective credit for each A-level examination. One semester's credit may be awarded for an AS-level examination in certain subjects.

Because it is difficult to obtain the official GCE examination results directly, the student needs to present the Registrar's Office his or her original GCE certificates as issued by the examining board. The Registrar's Office will make a copy of the original certificates for their records, and the student will keep the originals. If the authenticity of the original certificates is questionable, an official letter confirming the examination results should be sent directly from the appropriate examining board directly to the Registrar's Office. Further details regarding GCE fraud may be found in the World Education Series volume on the United Kingdom.

**FRENCH BACCALAUREATE**

The examinations for the French Baccalaureate are tests in individual subjects for students completing secondary and pre-university studies in a French based educational system. The University of Richmond will award elective credit hours for most examinations in subjects with a coefficient of 4 or higher and a grade of 12 or higher. A student with an acceptable coefficient and grade will receive six earned hours of elective credit for the given subject (science subjects receive four earned hours). Once in residence, students may request a review of the content of their examinations for specified course equivalencies and requirements. Qualifying exams in a modern language offered at the University of Richmond will be accepted towards 200 level credit in the language meeting the Communication Skills II (COM2) requirement.

The student needs to present the Registrar's Office their original certificate (Diplome de Baccalaureate) and examination results. The Registrar's Office will make their official copy of the original certificates for their records and the student will

<sup>1</sup> Credit is not awarded for exemptions.

keep the originals. If the authenticity of the original certificates is questionable, an official letter confirming the examination results should be sent directly from the appropriate examining board directly to the Registrar's Office.

### **GERMAN ABITUR**

The final examinations for the German Abitur are tests in individual subjects for students completing secondary and pre-university studies in the German educational system. The University of Richmond will award elective credit hours for most academic subject final examinations in which a grade of 9 or higher is earned. A student with these acceptable results will receive six earned hours of elective credit for the given subject (science subjects receive four earned hours). Once in residence, students may request a review of the content of their examinations for specified course equivalencies and requirements. Qualifying exams in a modern language offered at the University of Richmond will be accepted towards 200 level credit in the language meeting the Communication Skills II (COM2) requirement.

The student needs to present the Registrar's Office their original certificate (Zuegnis der Allgemeinen Hochschulreife). The Registrar's Office will make their official copy of the original certificates for their records and the student will keep the originals. If the authenticity of the original certificates is questionable, an official letter confirming the examination results should be sent directly from the appropriate examining board directly to the Registrar's Office.

### **ICELANDIC STUDENTSPROF**

The Icelandic Matriculation Examinations are tests in individual subjects for students completing secondary and pre-university studies in the Icelandic educational system. The University of Richmond will award elective credit hours for the academic subjects with a minimum of 10-12 credits and grade of 6 or higher. A student with these acceptable results will receive six earned hours of elective credit for the given subject (physics and biology will receive eight earned hours of elective credit; chemistry will receive four earned hours). Once in residence, students may request a review of the content of their examinations for specified course equivalencies and requirements. Qualifying exams in a modern language offered at the University of Richmond will be accepted towards 200-level credit in the language meeting the Communication Skills II (COM2) requirement.

The student needs to present the Registrar's Office their original certificate (Studentsprof) and final results. The Registrar's Office will make their official copy of the original certificates for their records and the student will keep the originals. If the authenticity of the original certificates is questionable, an official letter confirming the examination results should be sent directly from the appropriate examining board directly to the Registrar's Office.

### **OTHER EXAMS**

All other exams will be considered on a case-by-case basis.

**All examination scores should be sent to the following address:**

**Office of the University Registrar  
Sarah Brunet Hall  
University of Richmond  
28 Westhampton Way  
Richmond, VA 23173**

**THIS INFORMATION IS SUBJECT TO CHANGE.  
CONTACT THE OFFICE OF THE UNIVERSITY REGISTRAR FOR UPDATES.**