

Course Test-out Policy and Procedure

Ursuline College

Policy

Test-Outs are available to students who took a course at a non-accredited institution, or who took a course that didn't transfer into Ursuline College that relates to the subject, and students with substantial knowledge of a subject. All currently enrolled, degree-seeking students are eligible to test out of authorized courses.

Students are not permitted to take a Test-Out during their final semester, while enrolled in the course, or if they previously took the course in which a Test-Out is offered. The student must take the test no later than two-three weeks before the end of the semester.

If the student passes the Test-Out exam, a grade of "P" (passing) is posted on the transcript; P grades are not included in the student's GPA. The student is assessed a \$35 fee per credit hour (\$105 for a 3-credit hour course). If the attempt is not successful, there is no opportunity to re-take the exam, and the exam results are not posted to the transcript.

Procedure

Test-Outs are administered by the Testing Coordinator. The list of Test-Outs (below) is determined by department chairs or his/her designee. Department chairs and designees determine eligibility and grading procedures, as well as provide the Testing Coordinator with the appropriate tests and score sheets.

Available Test-Outs

Biology

BI 205/L Principles of Cell Biology
BI 214/L Anatomy & Physiology I
BI 215/L Anatomy & Physiology II

Chemistry

CH 103/L General Chemistry I
CH 104/L General Chemistry II
CH 105/L Principles of Chemistry I

History

HI 204 World Civilization 1500-Present

Math

MAT 212 Introduction to Statistics

Nursing Pre-req

NU 104 Basic Nutrition

Scheduling a Test-Out

- The student must discuss Test-Out options with their advisor.
- The student will schedule the test with the Testing Coordinator in MU 306 by contacting the Testing Coordinator, testingcenter@ursuline.edu or 440-684-6080.
- Study guides will be given to the student if available for the course test-out.
- The MAT 212 Test-Out exam has an additional different scheduling process that the Testing Coordinator explains to the student.
- The student must schedule and take the test during the semester in which they requested to take the test-out.

Testing and Grading

- All Test-Outs are taken in Mullen 305, in the Testing Center.
- Students are given **2 hours** to complete the test and are provided a score within *72 hours of taking the test. (**MAT 212 may take longer to be graded and dependent upon receipt of the scored test, may change the result notification time*).
- Students must earn a minimum grade of "C" (76%) or better in order to pass any of the test-out exams.
- The student and their advisor will be notified of their scores by the Testing Coordinator via their Ursuline email with further information explaining the next steps for the student.
- When a student passes a test-out exam the Testing Coordinator will complete a Course Changes and Withdrawal Form using the course initials and section number *e.g., (BI 214/L) "T-88" or (MAT 212) "T-88, etc.*
- It is then the student's responsibility to pick up the completed form from the Testing Coordinator, obtain the advisor's signature and take the completed form to the Student Service Center to initiate the posting process.