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3
4 **A BILL TO REVISE UW REGULATIONS**
5 **SUPPORTING A PLUS/MINUS GRADING SYSTEM**

6 (Proposed revisions indicated by bold, capitalized and underlined text and strikethroughs.)

7
8
9 **UW REGULATION 6-722**
10 **Grading system - including mid-semester and end-of-semester-grades**

11
12 **1. PURPOSE.**

13
14 To define the grading system used at the University of Wyoming, including the reporting of mid-
15 semester grades for fall and spring semesters.

16
17 **2. DEFINITIONS.**

18
19 a. Students are to be evaluated according to the following grading system, **WITH PLUSES AND**
20 **MINUSES USED AT THE DISCRETION OF THE COURSE INSTRUCTOR:**

21
22 **Grade Points Definition**

23
24 A **4.00** ~~Exceptional~~

25 **A- 3.67**

26
27 **B+ 3.33**

28 B **3.00** ~~Very good~~

29 **B- 2.67**

30
31 **C+ 2.33**

32 C **2.00** ~~Fair~~

33 **C- 1.67**

34
35 **D+ 1.33**

36 D **1.00** ~~Poor~~

37
38 **F 0.00 FAILURE**

39
40 F 0 Failure (may be assigned as a grade for failure to attend, for academic dishonesty or to indicate
41 failure to formally withdraw or terminate)

42
43 I 0 Incomplete (temporary mark pending course work completion as agreed in a signed document)

44
45 W 0 Withdrawal (from a specified course or from the University only if the student follows the
46 official withdrawal procedure)

1 S 0 Satisfactory (equivalent to a C or better [B or better in courses numbered 5000 or above], may be
2 assigned only in courses designated S/U or in courses which the student has requested S/U)

3
4 U 0 Unsatisfactory (equivalent to a D or F [C, D or F in courses numbered 5000 or above], may be
5 assigned only in courses designated S/U or in courses which the student has requested S/U)

6
7 P Passing (equivalent to a C or better, for mid-semester grades only)

8
9 NR Grade not reported (for mid-semester grades only)

10
11 UK Unable to compute grades (for mid-semester grades only)

12
13 b. Calendar dates for mid-semester, last day of classes, and end of final exams will be defined by the
14 approved academic calendar for each particular academic semester.

15 **3. FINAL GRADES FOR SEMESTER LENGTH COURSES.**

16
17 a. Faculty shall **SUBMIT FINAL GRADES** ~~return a completed *End of Semester Final Grade*~~
18 ~~*Collection Form* for each of their classes to the Office of the Registrar no later than 4 working days~~
19 ~~following the last scheduled day of final exams. *End of Semester Final Grade Collection Forms* shall~~
20 ~~be distributed by the Office of the Registrar prior to the last day of classes during each semester.~~

21
22 b. Grades that can be assigned by faculty to individual students will be **AS PREVIOUSLY**
23 **DESCRIBED IN 2.a.** A, B, C, D, F, I, S, or U. Normally, a request for a grade of I must be initiated
24 by the student and the proper procedure must be completed.

25
26 c. The Office of the Registrar shall post all grades to the students' records and then distribute an End
27 of Semester Grade Report to each student within 10 working days of the last day of final exams.

28
29 **4. FINAL GRADES FOR LESS THAN A FULL SEMESTER LENGTH COURSES**
30 **(BLOCKED COURSES THAT MEET FOR SOME PART OF THE SEMESTER).**

31
32 a. Faculty shall return a completed *Final Grade Collection Form* for each of their blocked classes to
33 the Office of the Registrar and records no later than 4 working days following the last scheduled day
34 of final exams.

35
36 b. Grades that can be assigned by faculty to individual students will be **AS PREVIOUSLY**
37 **DESCRIBED IN 2.a.** A, B, C, D, F, I, S, or U. Normally, a request for a grade of I must be initiated
38 by the student and the proper procedure must be completed.

39
40 c. The Office of the Registrar ~~and Records~~ shall post all grades to the student's records.

41
42 **5. MID-SEMESTER GRADES FOR SEMESTER LENGTH COURSES.**

43
44 a. Faculty shall **SUBMIT MID-SEMESTER GRADES** ~~return a completed *Mid semester Grade*~~
45 ~~*Collection Form* for each of their classes numbered below 5000 to the Office of the Registrar no later~~
46 ~~than 3 working days following the mid-semester date. *Mid semester Grade Collection Forms* shall be~~
47 ~~distributed by the Office of the Registrar prior to the mid-semester date.~~

- 1 **b.** Grades that can be assigned by faculty to individual students will be P, D, F, S, U, or UK.
2
- 3 **(i.)** Grades of D, F, S, and U follow the same definitions as would be used to determine these grades
4 at the end of the course.
5
- 6 **(ii.)** A grade of P follows the definition outlined in Section 2.a. above.
7
- 8 **(iii.)** If, due to lack of performance assessments such as exams, papers, homework, etc., a faculty
9 member is unable to make a determination of a mid-semester grade, that faculty may assign a grade
10 of UK.
11
- 12 **c.** The Office of the Registrar will assign a grade of NR to all students in classes for which no **MID-**
13 **SEMESTER GRADE** *Mid-semester Grade Collection Form* is received.
- 14 **d.** The Office of the Registrar shall post all mid-semester grades and then distribute a Mid-semester
15 Grade Report to each student within 10 work days after the mid-semester date.
16
- 17 **e.** Mid-semester grades will not be displayed on official student transcripts.
18
- 19 **f.** The Mid-semester Grade Report form shall contain the following statement:
20 "The mid-semester grade received in any particular class reflects the assessment of student
21 performance during the first portion of the semester only."
22
- 23 **6.** This regulation does not apply to the grading system used for the 6000 level courses taught in the
24 Law School.

Source:

University Regulation 722, Revision 2; adopted 7/17/08 Board of Trustees meeting

1 **UW REGULATION 6-404**
2 **University Undergraduate Degree Requirements**
3

4
5 **1. PURPOSE.**
6

7 To codify all existing academic requirements established by the University Faculty for the award by
8 the University of undergraduate degrees, and otherwise provide direction for the continuing
9 implementation of such requirements.
10

11 **2. GENERAL STANDARDS:**
12

13 a. Undergraduate degrees will be conferred only upon persons who have been accepted into a degree
14 program offered by a College of the University, and who demonstrate successful completion of all
15 University and College requirements established by appropriate regulations or publication in the
16 University Bulletin. Individual students are responsible for ascertaining specific requirements for the
17 degree sought, as well as compliance with published procedures.
18

19 (1) To be considered a degree candidate at the University of Wyoming, a person must have made
20 application for admission to the Division of Admissions, must have been admitted as a student and
21 must have been accepted into a degree program within a college of the University.
22

23 (2) It is desirable that a person intending to pursue a degree at an off-campus location give notice of
24 such intent preferably at the time of applying for admission to the University or as soon thereafter as
25 possible.
26

27 (3) A student admitted to degree candidacy normally must meet all requirements appropriate to the
28 degree as set forth in the regulations existing at the time of the student's entry into candidacy for the
29 degree. Students failing to complete degree requirements within a reasonable period of time forfeit
30 any right to graduate under the requirements in effect at the time of their admission to degree
31 candidacy.
32

33 b. Satisfaction of academic requirements must be demonstrated by appropriate entries upon the
34 official transcript of academic work maintained by the Registrar of the University (see UW
35 Regulation 8-246).
36

37 c. Academic requirements established by Colleges shall be based upon the number of credit hours to
38 be earned for award of a degree within the major sought by a student. Colleges may establish
39 requirements for areas of study and specific courses as a part of offered degree programs.
40 Requirements may include academic work for which credit is not awarded.
41

42 d. Evaluation of successful completion of academic requirements shall be based upon the assignment
43 of grades by faculty responsible for the academic offering or work. Grades to be assigned students
44 shall represent the individual faculty member's evaluation of the student's work as deserving a grade
45 **AS DESCRIBED IN UW REGULATION 6-722 (2.a.)** of: "A" (Exceptional), ~~A-, B+, "B"~~ (Very
46 Good), ~~B-, C+, "C"~~ (Acceptable), ~~C-, D+, "D"~~ (Poor), or "F" (Failure). A grade of "F" signifies no
47 credit is earned for the completed academic work. Within limitations set forth in UW Regulation 6-
48 710, grades of "S" (Satisfactory) or "U" may be assigned. (For matters related to assignment of

1 grades, see: UW Regulation 6-710, Authorization for Use of "S-U" Grades; UW Regulation 6-716,
2 Change of Recorded Grades; and UW Regulation 6-720, Assignment and Removal of the Grade of I
3 (incomplete).

4
5 e. Credit applicable towards a degree may be earned or awarded through (1) instructed classes on
6 campus or at extension settings (including recognized academic courses under concurrent faculty
7 general supervision such as internships, clerkships, clinical experience, co-op programs, etc.); (2)
8 correspondence study; (3) credit by examination; (4) portfolio evaluations as provided in UW
9 Regulation 6-719; and acceptance of transfer credit from accredited colleges or universities including
10 Wyoming Community Colleges and the School of Religion at the University of Wyoming. The
11 following limitations apply:

12
13 (1) Correspondence Study Credit:

14
15 (a) No more than 24 credit hours of approved correspondence course credits may be applied toward
16 meeting University of Wyoming baccalaureate degree requirements regardless of where the credit is
17 earned.

18
19 (b) Records of correspondence courses taken from another accredited institution must be furnished to
20 the Admissions Office for evaluation. Accepted credit will be posted to a University of Wyoming
21 record card when a student is admitted to the University. However, applicability of this credit toward
22 a bachelor's degree will be determined by the major department and college when the application for
23 Graduation is completed. Once a student has been admitted to the University of Wyoming, he/she
24 must have the approval of his/her academic adviser to apply any further correspondence study course
25 work to University degree requirements

26
27 (2) Credit by Examination and Portfolio Evaluations: Such credit may be awarded students in
28 accordance with the provisions of UW Regulation 6-719 (Assessment of Prior and Sponsored-
29 Experiential Learning). All credit assigned for experiential learning based upon portfolio evaluations
30 is excluded from the minimum credit hour requirements set forth in paragraph 4.

31
32 (3) Transfer Credit:

33
34 (a) Transfer credit accepted by the Office of Admissions and recorded on a student's official
35 transcript remains subject to approval by the College from which a degree is sought as to whether it
36 satisfies degree requirements.

37
38 (b) Students classified as juniors or seniors must obtain approval of the Dean of the College to take
39 lower division level courses at a two-year college which they desire to apply towards their degree
40 program.

41
42 f. Other requirements appropriate to the various undergraduate degrees shall be established by
43 regulations of the Colleges. All requirements and appropriate implementing procedures shall be
44 published in the University Bulletin as directed by the **PROVOST AND** Vice President for
45 Academic Affairs.

1 **3. CUMULATIVE GRADE POINT AVERAGE REQUIREMENTS:**

2
3 a. A student must have a cumulative grade point average of 2.000 or better based upon credit hours
4 attempted through the University of Wyoming.

5
6 b. Calculation of the cumulative grade point average shall be in accordance with UW Regulation 6-
7 715 (Scholastic Probation and Dismissal of Undergraduate Students and Cumulative Grade Point
8 Average).

9
10 **4. MINIMUM CREDIT HOUR REQUIREMENTS:**

11
12 a. A minimum of 30 credit hours must be earned from the University of Wyoming. Beginning with
13 the fall semester of the 1997-98 academic year, all students first enrolling in the University or other
14 collegiate institutions must complete a minimum of 48 upper division (junior-senior) semester credit
15 hours, 30 of which must be earned from the University of Wyoming (see UW Regulation 6-721
16 regarding upper division courses). Any exceptions may be granted by the President or **PROVOST**
17 **AND** Vice President for Academic Affairs.

18
19 b. Students seeking another baccalaureate degree must complete 30 additional semester hours of
20 course work from the University of Wyoming, 12 of which must be in upper division (junior-senior)
21 courses. All college and major requirements of the additional degree must be met.

22
23 c. Undergraduate students may have hours earned in graduate level classes count toward their
24 undergraduate degree upper division credit requirement.

25
26 **5. PHYSICAL EDUCATION REQUIREMENT:**

27
28 A student must complete physical education requirements set forth in UW Regulation 6-712.

29
30 **6. FRESHMAN ENGLISH REQUIREMENT:**

31
32 a. A student must complete the Freshman English requirement set forth in UW Regulation 6-714. As
33 to all students first enrolling in the University of Wyoming on and after the beginning of the fall
34 semester of the academic year 1991-92, the requirements of UW Regulation 6-714 are inapplicable.

35
36 b. Students previously enrolled in the University, or other collegiate institutions, whose academic
37 records do not demonstrate completion of the requirements of UW Regulation 6-714 prior to the
38 1991-92 academic year must complete the writing requirements included in University Studies
39 Degree Requirements, or such portion thereof as may be approved by the University Studies
40 Committee.

41 **7. STATE AND FEDERAL CONSTITUTION INSTRUCTION AND EXAMINATION**
42 **REQUIREMENT:**

43
44 a. Wyoming State statute (Wyo. Stat. 1977, § 21-9-102) requires each student to receive instruction
45 in the essentials of the United States and Wyoming constitutions.

1 b. This requirement is satisfied by completion of Political Science 1000, a combination of History
2 1210 and History 1250, or other courses approved by the University Studies Committee as meeting
3 statutory requirements. A grade of "C" or better must be earned in the course examination.

4 **8. UNIVERSITY STUDIES DEGREE REQUIREMENTS:**
5

6 a. Enclosure 1 establishes requirements for general studies in five separate areas to be completed for
7 award of undergraduate degrees to students first enrolling in the University of Wyoming on and after
8 the beginning of the fall semester of the 1991-1992 academic year. Specific courses which satisfy the
9 general studies requirement are identified and approved by the University Studies Committee in its
10 February 28, 1990 report. Only those courses approved by the University Studies Committee (see
11 UW Regulation 6-407) shall be applicable to satisfaction of these requirements.
12

13 b. It is the responsibility of the individual Colleges to review and adjust its degree requirements or
14 course offerings when necessary to assure completion of general studies requirements.
15

16 c. The University Studies Committee shall adhere to criteria and procedures set forth in the February
17 28, 1990, report of the University Studies Committee. No changes thereto may become effective
18 without approval by the Faculty Senate.
19

20 **9. IMPLEMENTATION OF UNIVERSITY STUDIES REQUIREMENTS:**
21

22 In recognition of the significant changes required to existing undergraduate degree programs and the
23 necessity of individual college and department planning of course content and resource allocation to
24 assure the availability to students of courses meeting the University Studies' requirements,
25 implementation of the requirements shall be in accordance with the following:
26

27 a. Transferred credits from other collegiate institutions may be accepted in satisfaction of
28 requirements when the transferred courses meet the objectives of a required University Studies
29 course as determined by standards or procedures adopted by the University Studies Committee.
30

31 b. Students transferring fewer than thirty (30) credit hours will be subject to requirements specified
32 for freshman except when waived by the University Studies Committee upon petition by a student
33 who has completed one year of full time collegiate studies.
34

35 c. The University Studies Committee is authorized to consider and grant waivers of the University
36 Studies' requirements to petitioning students as warranted by unusual and extenuating circumstances.
37

38 d. With the concurrence of the Executive Committee of the Faculty Senate and the **PROVOST AND**
39 Vice President for Academic Affairs, the University Studies Committee may suspend, or delay, the
40 application of any of the requirements of the University Studies Program whenever it appears the
41 availability of required courses, or class sections thereof, is insufficient to accommodate the class
42 schedules of students necessary for fulfillment of undergraduate degree programs. Any such action
43 shall be promptly reported to the Faculty Senate with an explanation of the action and such
44 recommendations as may be appropriate.
45

46 e. The University Studies Committee shall cause to be prepared a list of all courses approved as
47 meeting requirements in each of the areas of general studies for submittal to the **PROVOST AND**
48 Vice President for Academic Affairs. The **PROVOST AND** Vice President for Academic Affairs

1 shall cause such course listing, as may be amended from time to time, to be prepared and distributed
2 in accordance with applicable policies and shall ensure that administrative procedures are in place.

3 **10. APPLICATION FOR UNDERGRADUATE DEGREE:**
4

5 As soon as a student admitted to degree candidacy has acquired at least 75 hours of credit applicable
6 to the University-degree objective (but preferably no later than one calendar year prior to the date of
7 intended graduation), the prospective undergraduate degree candidate shall acquire an Application
8 for Graduation from the Registrar's Office. The Application shall be completed and signed by the
9 faculty adviser, the Dean of the College which recommends candidates for the degree, and the degree
10 candidate. The completed application shall be returned, within 10 days following its issuance for on-
11 campus students and within 30 days following its issuance for off-campus students, for filing and
12 processing in Registration and Records.
13

14 **11. CLEARANCE OF DEBTS OWED THE UNIVERSITY:**
15

16 Degrees, or other evidence of completion of academic credits, will not be provided students who
17 have failed to pay requisite fees or other financial obligations owed to any division or unit of the
18 University. The Vice President for Administration may approve alternative means by which payment
19 of monies owed the University may be guaranteed for payment and permit students to receive
20 degrees and transcripts of academic work.
21

22 **12. DIRECTIVE:**
23

24 The requirements herein described are immediately effective except as specifically noted.

Source:

University Regulation 404, Revision 5; adopted 7/17/08 Board of Trustees meeting

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UW REGULATION 6-710
Authorization for the use of "S-U" grades and
confirmation of the auditing policy

1. PURPOSE.

To establish and clarify the "S-U" grading system.

2. GENERAL INFORMATION.

It is the intent of the "S-U" grading system and policies of the University to encourage students to take courses in subject matter areas outside their majors and related fields so that their academic experience may be broadened by a freer pursuit of their intellectual interests. It also provides a policy for grading of courses for which the conventional letter grade system is inapplicable. University officers shall make every effort to properly inform all students and personnel.

3. "S-U" GRADES

a. The grade of "S" shall signify the achievement of an acceptable competence in the subject matter of the course and shall entitle the student to the appropriate credit hours designated for the course. The grade of "U" shall signify an unacceptable level of achievement and shall not entitle the student to credit hours. Neither the "S" nor the "U" grade will carry grade-point designation nor will the credit hours attempted or completed under "S-U" be included in the calculation of the cumulative grade point.

b. The grade of "S" is interpreted to include "A-C₊" and the grade of "U" to include "D₊-F" on the conventional grade scale.

4. CHANGE OF GRADING SYSTEM.

Students may change course registration from "S-U" to conventional letter grading and vice versa during the normal drop-add period only.

5. REGISTRATION REQUIRED.

Subject to the limitations set out under the authority of this regulation, enrollment for "S-U" will be at the discretion of the student. Instructors shall be notified of the students registered for "S-U". Only students so registered may receive the "S-U" grade.

6. AUDITING PRIVILEGE.

The privilege of non-credit enrollment in a class is available, upon approval of the adviser and the instructor, to any University student. Though this "auditing" privilege carries full rights of class participation, it offers no academic credit and will result in a grade of "satisfactory" (AU/S) or "unsatisfactory" (AU/U). It is the responsibility of the student to ascertain the requirements for an auditor to receive a satisfactory grade. Auditors are expected to attend class regularly and complete such graded work as required by the instructor. The auditing privilege is subject to the same fee schedule as credit courses. Subsequent credit by special examination is not available.

1 **7. GENERAL LIMITATIONS**

2
3 a. No student may use a course taken for "S-U" credit to satisfy all-University academic
4 requirements, except that this provision shall not apply to courses offered for "S-U" only.

5
6 b. No student may receive a grade of "S-U" for a course he is repeating unless the original grade was
7 "U", or unless the course is offered for "S-U" only.

8
9 **8. GRADUATE STUDENT LIMITATIONS.**

10
11 Graduate students may take courses for "S-U" grades, but all courses taken to fulfill the requirements
12 of the degree program filed with the Graduate School must be taken for letter grade, except those
13 courses given for "S-U" only.

14
15 **9. COLLEGE LIMITATIONS.**

16
17 For publication in UW Regulations and Bulletins, each college shall specify the minimum number of
18 conventionally graded (A-F) course hours necessary to satisfy degree requirements in that college.
19 The hour figures so specified should not include courses offered for "S-U" only or credits earned by
20 examination. Each department shall conform its policy to that of its college and, in addition, shall
21 specify which courses in its required programs may not be taken for "S-U" credit. Otherwise, the
22 student's discretion in, and opportunity for, enrollment for "S-U" grading shall not be limited.

23
24 **10. ACCEPTANCE PETITIONS.**

25
26 A student who changes majors within a college or transfers from one college to another may petition
27 the new department head or the dean of the new college for the acceptance of "S" credits previously
28 earned where such credits are in conflict with published Regulations authorized in Section 9 above.
29 Such petitions shall be reviewed under the same principles that are applied in the case of a student
30 who transfers from a college or university other than the University of Wyoming.

Source: University Regulation 710, Revision 2; adopted 7/17/08 Board of Trustees meeting

1 **UW REGULATION 6-716**
2 **Change of Recorded Grades**

3
4 **1. PURPOSE.**

5
6 To establish a written policy authorizing the changing of final grades.
7

8 **2. GENERAL INFORMATION.**

9
10 The assignment of grades for a course is the responsibility of the instructor in charge. Grades which
11 have been reported to the Registrar at the end of the assigned term are final and may be changed only
12 as provided herein, except for temporary grades of I (incomplete).
13

14 **3. MODE OF GRADING.**

15
16 The mode of grading (A, A-, B+, B, B-, C+, C, C-, D+, D, F, or S, U) used in all cases shall be that
17 advertised for the course in the class schedule or that selected by the student. Changes in mode are
18 permitted only during the authorized drop/add period and are not affected by this regulation.
19

20 **4. NOTICE.**

21
22 Except in the cases of extension classes and correspondence study, the Registrar shall send notice of
23 recorded final grades to students and faculty concerned within three weeks after the deadline for
24 receipt of grades in the Office of Registration and Records. The Dean of the Outreach School shall
25 send timely notice of extension course and correspondence study grades.
26

27 **5. ALLOWABLE REASONS FOR CHANGE.**

28
29 An instructor may change a grade which has been reported to the Registrar only to correct an error
30 and only with the approval of the Department or Division Head and Dean of the College responsible
31 for the course.
32

33 **6. ADMINISTRATIVE PROCEDURES.**

34
35 a. A request to changed a recorded grade shall be made on a form provided by the Registrar and shall
36 include an explanation of the error claimed to have occurred.
37

38 b. The form must be received by the responsible instructor by the 10th class day of the fall or spring
39 semester immediately following the term in which the grade was assigned, unless the grade was
40 assigned for Adult Education, Correspondence, or Extension course work.
41

42 c. Once initiated, the form shall be handled only by appropriate faculty members and employed
43 representatives in the offices of the concerned department or division, College Dean, and Registrar.
44

45 d. The completed form shall be returned to the Registrar within 30 calendar days from the beginning
46 of the semester; but if the grade was assigned for Correspondence or Extension course work, the
47 form shall be completed and returned within 75 calendar days after the grade was recorded by the
48 Registrar.

1 e. If communication with the responsible instructor is demonstrably impractical, the Head of the
2 Department or Division concerned shall investigate the case and act upon the change of grade in the
3 instructor's place. The same limitations in time shall apply.

4
5 f. When the completed form is received, the Registrar shall notify the student of the action taken.

6
7 g. Exceptions to the limitations in time may be approved by the **PROVOST AND** Vice President for
8 Academic Affairs.

9
10 **7. APPEALS.**

11
12 A recorded grade may be changed through established appeal processes within individual colleges or
13 an appeal.

Source:

University Regulation 716, Revision 1 and Change 1; adopted 7/17/08 Board of Trustees meeting

1 **UW REGULATION 6-719**
2 **Assessment of Prior and Sponsored-Experiential Learning**

3
4 **1. PURPOSE.**

5
6 To establish the policy for the administration and use of credit by examination and other options for
7 verifying prior learning.

8
9 **2. DIRECTIVE.**

10
11 Section 1. The University of Wyoming recognizes the fact there are great individual differences in
12 backgrounds and preparation of students entering the University. In our present society much
13 learning takes place outside the classroom. Books, periodicals, newspapers, electronic media, travel,
14 work experiences, and day-to-day conversations contribute greatly to the academic advancement of
15 individuals. Many programs in high schools and other settings provide opportunities for proficient,
16 ambitious students to proceed to more advanced levels of achievement. In recognition of these
17 factors in our society, the University has developed various options for verifying extra-institutional
18 college-level learning.

19
20 Section 2. These options include:

21
22 1. Credit-by-examination, for example:

23
24 a. Specific departmental course examinations

25
26 b. General CLEP tests

27
28 c. Specific CLEP tests

29
30 d. CEEB-APP tests

31
32 e. ACT-PEP tests

33
34 2. Military course credit (Dantes Program)

35
36 3. Corporate Course Credit (Ponsi Program)

37
38 4. Internships

39
40 5. Portfolio Analysis

41
42 Option 1 involves an examination of an appropriate type and content for the credit sought. Through
43 the examination it is determined if the applicant's proficiency is equivalent to that which could be
44 expected upon completion of a college level course in the subject. If the applicant is found to have
45 this level of proficiency, he/she is awarded credit for that course and allowed to proceed either with
46 the more advanced courses or with courses in other areas.

1 Options 2-3 award credit based on college-level courses taken either in the military or in a corporate
2 setting as defined and proscribed by American Council on Education (ACE) guidelines.

3
4 Option 4 awards credit based on performance in recognized academic courses under concurrent
5 faculty general supervision such as internships, clerkships, clinical experience, co-op programs, etc.

6
7 Option 5 awards credit based on a faculty evaluation of the kinds and extent of college-level learning
8 which the applicant has acquired in prior extra-institutional settings based upon presentation of a
9 portfolio of documentation. Credit so earned counts toward University graduation requirements. The
10 student thus finds his/her degree program accelerated, allowing the student to obtain his/her
11 baccalaureate degree earlier, to initiate a graduate program sooner, or to enrich and broaden the
12 student's undergraduate degree program by taking additional course work.

13
14 Section 3. Students showing proficiency by passing examinations such as the College Entrance
15 Examination Board Advanced Placement Program (CEEB APP), American College Testing-
16 Proficiency Examination Program (ACT-PEP), for example, or examinations as developed by
17 University of Wyoming departments may earn college credit through the level of demonstrated
18 proficiency. Credit is allowed on the basis of any testing procedure acceptable to any department,
19 which may include tests of the CEEB APP program both general and subject (specific) examinations
20 in the College-Level Examination Program (CLEP). Students may not be denied the right of
21 examination in the introductory undergraduate course in any department. "Introductory course" is
22 interpreted as that course which is prerequisite for successive courses in the department.

23
24 Section 4. The number of credit hours able to be earned by means of a portfolio evaluation shall
25 normally be limited to 12. Such credit, when awarded, shall be for specific University of Wyoming
26 content-oriented courses (rather than given as X hours of credit in a general discipline area), i.e., the
27 college course model of assessment as defined by the Council for Adult and Experiential Learning
28 (CAEL). Portfolio assessment, when used, should normally be conducted by a committee of
29 appropriate tenured faculty including at least one member with the academic rank of professor.

30
31 Section 5. Grades of S and U are given in all examinations. Credit-by-examination or for prior
32 learning is not included in the student's grade average; however, it is included in the hours earned for
33 graduation. The grade of S is to be the equivalent of C₋ or better (APP score of 3, 4, or 5). Entry on
34 the student's record card for credit-by-examination is made only if a grade of S is obtained, and is so
35 noted as a grade obtained by examination or by assessment of prior learning.

36
37 Section 6. Information concerning credit-by-examination in courses can be obtained by consulting
38 the head of the appropriate department at the University, and the Registrar.

39
40 Section 7. Fees for examinations offered by testing agencies other than the University of Wyoming
41 are determined by the agency concerned.

42
43 Section 8. To qualify for undergraduate credit by any of the options listed in Section 2., the student
44 must be currently registered at the University of Wyoming as a degree candidate. The student must
45 also be able to demonstrate to the satisfaction of the chairman of the department involved that
46 background experience has prepared him/her to attempt a challenge examination, if such an
47 examination is sought. The department chairperson's decision will be based upon extant departmental
48 constraints such as accreditation, graduation requirements, and program requirements.

1 Section 9. The use of credit by examination or for prior learning in graduate programs is to be
2 determined by the student's consultative committee in conjunction with the Dean of the Graduate
3 School.

4
5 Section 10. A student may not earn credit by examination in a course if the student has completed a
6 course in the subject matter area above the level of the course in which he/she wishes to be
7 examined. However, at the discretion of the departments involved, during the drop-add period a
8 student may challenge a lower level course while enrolled in a higher level course in the same subject
9 matter area if the course challenged is a prerequisite for the course in which the student is currently
10 enrolled.

11
12 Section 11. A student may not be allowed credit by examination in a course in which the student was
13 previously enrolled either for credit or as a visitor or auditor, except that credit by examination may
14 be used as a means to obtain credit for courses previously taken at institutions from which credit is
15 nontransferable. A student may not challenge equivalent courses.

Source:

University Regulation 719, Revision 1; adopted 7/17/08 Board of Trustees meeting

AUTHENTICATION: *The foregoing Senate Bill No. 320 duly adopted by the Faculty Senate of the University of Wyoming under date of April 26, 2010, is hereby transmitted to the President of the University of Wyoming for review in accordance with UW Regulations.*

Clifford Marks
Secretary of the Faculty Senate