

UNIVERSITY OF PITTSBURGH PROCEDURE 09-04-06

CATEGORY: STUDENT AFFAIRS
SECTION: Registration and Records
SUBJECT: Advanced Standing Credits
EFFECTIVE DATE: February 11, 1992
PAGE(S): 3

I. PURPOSE

To outline steps for awarding credit applicable toward a University of Pittsburgh degree or certificate for course work other than that registered for and completed at the University of Pittsburgh.

II. SCOPE

This procedure applies to the following types of advanced standing credits:

Transfer Credit - credits earned at other institutions and accepted for transfer

Standardized Tests - credits earned by standardized examinations such as the College Level Examination Program (CLEP), Occupational Competency, ACT-PEP Challenge, and Advanced Placement Exams

Credit by Course Examination - credits earned by passing an examination administered by the University, in absence of registration for the course

III. ADMINISTRATIVE RESPONSIBILITIES

Academic Centers are responsible for determining whether and under what circumstances advanced standing credits are awarded.

The Office of the Registrar, with the approval of the academic dean, is responsible for posing advanced standing credits to the official University transcript.

IV. PROCEDURE

Advanced Standing/ Transfer Credit/Standardized Tests

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|---------------------------|---|
| Student's Academic Center | <ol style="list-style-type: none">1. Evaluate for acceptance toward a University degree or certificate course work completed at other institutions or standardized test results.2. Complete FORM 0120, Transfer/Advanced Standing Credits Accepted (Exhibit A), according to attached Form Instruction Guide.<ol style="list-style-type: none">a. Forward white copy of FORM 0120 to Registrar.b. Retain yellow copy of FORM 0120 and forward gold copy of FORM 0120 to Academic Center Data Entry.c. Forward pink copy of FORM 0120 to student. |
| Registrar | <ol style="list-style-type: none">3. Post as block credits on transcripts those credits authorized for acceptance by Academic Centers. |

Credit by Course Examination

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| Student | 1. Complete the student information on FORM 0143, Credit by Course Examination, Exhibit B, at your academic center and obtain the authorization of the dean (or designee). |
| Student's Academic Center Dean | 2. Verify the course information on FORM 0143 and authorize the student to take test by signing FORM 0143. |
| Student | 3. Submit FORM 0143 to the Academic Center offering the course to make arrangements to take the test. |
| Academic Center/Department Offering the Course | 4. Authorize the administering of the test by signing FORM 0143.

NOTE: Authorization indicates that an instructor is willing to prepare and grade the examination. |
| Student | 5. Submit the completed and authorized FORM 0143 to the Cashier's Office for payment. |
| Cashier's Office | 6. Process the payment and complete the Cashier's section of FORM 0143.

7. Attach the receipt and return the form intact to the student. |
| Student | 8. Submit the validated FORM 0143 and the receipt to the academic center offering the course to arrange a test date, time and location. |
| Academic Center/Department Offering the Course | 9. Enter the Test Date, Time, Building and Room number on FORM 0143.

10. Retain the original (white), yellow, and pink copies of FORM 0143 on file and issue the gold copy, with the receipt, to the student for admission to the test. |
| Student | 11. Present the gold copy of FORM 0143, with the receipt, and a valid University ID card to the instructor at the test site. |
| Instructor | 12. Grade the test and evaluate the test results as either "pass" or "fail."

13. Enter the test results and sign FORM 0143 (on file in the academic center). |
| Academic Center/Department Offering the Course | 14. For "passing" test results only , forward the original (white) copy of FORM 0143 to the Office of the Registrar for posting to the student's transcript. Otherwise, forward the original to the student's academic center.

15. Forward the yellow copy to the student's academic center. Retain pink copies on file in |

the academic center/department.

16. Notify the student of the test results.

Registrar

17. Upon receipt of FORM 0143, authorized by the appropriate academic deans, pos the following information on the student's transcript:

- Name of Student's Academic Center
- Date of Exam
- Number of credits indicated

V. EXHIBITS

Exhibit A, FORM 0120, Transfer/Advanced Standing Credits Accepted
Form Instruction Guide

Exhibit B, FORM 0120-1, Transfer/Advanced Standing Credits Accepted – Detail continued

Exhibit C, FORM 0143, Credit by Course Examination
Form Instruction Guide

Exhibit D, University Transcript Standard Abbreviations

VI. REFERENCE

[Policy 09-04-06, Advanced Standing Credits](#)