



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
College Credit by Examination	EGAA – I	9	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
E – Instruction	Grading and Credit: Credit by Examination	EGAA	8/26/2025

PURPOSE

Students who believe they already possess the knowledge and/or skills taught in certain courses or programs offered by McLennan Community College will be given the opportunity to receive credit by special examination in courses where proficiency may be determined appropriately by examination.

Credit by examination is available to students who plan to enter the College and to students who are currently enrolled. The College awards credit for successful completion of (1) CLEP, (2) AP, (3) IB, and (4) MCC departmental examinations.

GENERAL RULES AND PROCEDURE

The student is responsible for submitting exam scores to McLennan Community College. Scores for CLEP, AP, and IB examinations should be received prior to course enrollment for use in accurate course advisement and placement. **Scores that are five (5) years or older from the date taken will not be accepted. There is no college tuition fee assessed to any course for which a student successfully tests out of using the CLEP, AP, and/or IB examinations.**

Generally, no more than **24 hours** of credit by examination may be obtained either at McLennan Community College or by transfer from other institutions or a combination thereof.

To receive credit by examination at MCC, a student must score at or above the "C" level. The course number, title, and credit hours will be entered on the student's permanent record with notation of the type of test taken and the score.

A grade of "CR" (credit) will be assigned for any course in which credit is earned by examination. This grade is not computed in the grade point average.

Credit by examination may be attempted only one time in a given course.



There will be no refund and no entry made on the student's permanent record in case of failure of an examination for credit.

Students should direct inquiries concerning courses available for credit by examination to the Testing Center.

APPLICATION PROCEDURE BY EXAMINATION

College Level Examination Program (CLEP)

Under the College Level Examination Program, the College will award credit for only the specified subject examinations listed above. General examinations are not accepted. As with other testing programs, a student may attempt a CLEP examination at a National CLEP test center before enrolling in the course and have the scores reported to the College. These examinations are offered at MCC through the Testing Center. They are also offered at other CLEP test centers. Further information concerning CLEP tests may be obtained from high school counselors and principals, www.collegeboard.com, or the MCC Testing Center.

College Board Advanced Placement Program Examination (AP)

The Advanced Placement Examination is the final examination for a nationally standardized course offered in a limited number of secondary schools. The objective of the AP is to allow students to begin work toward college credits while still in high school. Students should check with their school counselors or principals as to the availability of the AP examinations in their school.

Credit for an International Baccalaureate (IB) Examination.

The International Baccalaureate Diploma Program is an international program, of courses and examinations offered at the high school level. McLennan Community College will grant a minimum of 24 hours credit for an IB Diploma completed with Higher Level exam scores of 4-7. For those individuals who participate in IB courses but do not receive an IB diploma, individual course credit may be earned based on the subject and score obtained on specified IB exams.

MCC Departmental Examination

Departmental examinations are available in most courses offered by the College. For specific course examinations available, contact the respective department.



An application form for each examination must be approved by the appropriate Division Chair or Program Director, who will designate an instructor to prepare, administer, and grade the examination. (See attached form.)

APPROVED FOR CREDIT BY EXAMINATION

CLEP Examinations

Business

CLEP Examination	CLEP Score	MCC Course Credit Earned	Credit Hours Earned
Financial Accounting	50+	ACCT 2301	3
Principles of Management	50+	BMGT 1327	3
Introductory Business Law	50+	BUSI 2301	3
Principles of Macroeconomics	50+	ECON 2301	3
Principles of Microeconomics	50+	ECON 2302	3
Principles of Marketing	50+	MRKG 1311	3

Language, Literature, & Communication

CLEP Examination	CLEP Score	MCC Course Credit Earned	Credit Hours Earned
College Composition (with essay)	50+	ENGL 1301	3
American Literature	50+	ENGL 2326	3
French Language: Levels 1 & 2	50-58	FREN 1411	4
French Language: Levels 1 & 2	59-65	FREN 1411 & 1412	8
French Language: Levels 1 & 2	66-70	FREN 1411, 1412, & 2311	11
French Language: Levels 1 & 2	71+	FREN 1411, 1412, 2311, & 2312	14
German Language: Levels 1 & 2	50-59	GERM 1411	4
German Language: Levels 1 & 2	60-65	GERM 1411 & 1412	8

German Language: Levels 1 & 2	66-70	GERM 1411, 1412, & 2311	11
German Language: Levels 1 & 2	71+	GERM 1411, 1412, 2311, & 2312	14
Humanities	50-59	HUMA 1301	3
Humanities	60+	HUMA 1301 & 1302	6
Spanish Language: Levels 1 & 2	50-62	SPAN 1411	4
Spanish Language: Levels 1 & 2	63-65	SPAN 1411 & 1412	8
Spanish Language: Levels 1 & 2	66-70	SPAN 1411, 1412, & 2311	11
Spanish Language: Levels 1 & 2	71+	SPAN 1411, 1412, 2311, & 2312	14

Math & Science

CLEP Examination	CLEP Score	MCC Course Credit Earned	Credit Hours Earned
Biology	50-64	BIOL 1406 or BIOL 1408 & 1409	4-8
Biology	65+	BIOL 1406 & 1407	8
Chemistry	50-64	CHEM 1411	4
Chemistry	65+	CHEM 1411 & 1412	8
College Algebra	50+	MATH 1314	3
Precalculus	50+	MATH 2412	4
Calculus	50+	MATH 2413	4

Social & Behavioral Science

CLEP Examination	CLEP Score	MCC Course Credit Earned	Credit Hours Earned
American Government	50+	GOVT 2305	3
History of the US I	50+	HIST 1301	3
History of the US II	50+	HIST 1302	3
Western Civilization I	50+	HIST 2311	3
Western Civilization II	50+	HIST 2312	3

Social Sciences & History	50+	PHIL 1301 & HIST 1301 or 1302	6
Human Growth & Development	50+	PSYC 2314	3
Introductory Psychology	50+	PSYC 2301	3
Introductory Sociology	50+	SOCI 1301	3

AP Examinations

Business

AP Examination	AP Score	MCC Course Credit Earned	Credit Hours Earned
Macroeconomics	3+	ECON 2301	3
Microeconomics	3+	ECON 2302	3

Language, Literature, & Communication

AP Examination	AP Score	MCC Course Credit Earned	Credit Hours Earned
English Language & Composition	3	ENGL 1301	3
English Language & Composition	4+	ENGL 1301 & 1302	6
English Literature & Composition	3	ENGL 1301	3
English Literature & Composition	4+	ENGL 1301 & 1302	6
French Language & Culture	3	FREN 2311	3
French Language & Culture	4+	FREN 2311 & 2312	6
German Language & Culture	3	GERM 2311	3
German Language & Culture	4+	GERM 2311 & 2312	6
Spanish Language & Culture	3	SPAN 2311	3
Spanish Language & Culture	4+	SPAN 2311 & 2312	6

Math & Science

AP Examination	AP Score	MCC Course Credit Earned	Credit Hours Earned
Biology	3	BIOL 1406 or BIOL 1408 & 1409	4-8
Biology	4+	BIOL 1406 & 1407	8
Chemistry	3	CHEM 1411	4
Chemistry	4+	CHEM 1411 & 1412	8
Environmental Science	3+	ENVR 1301 & 1101	4
Calculus AB	3+	MATH 2413	4
Calculus BC	3+	MATH 2413 & 2414	8
Physics C: Mechanics	3+	PHYS 2425	4
Physics C: Electricity & Magnetism	3+	PHYS 2426	4
Physics 1	3+	PHYS 1401	4
Physics 2	3+	PHYS 1402	4

Social & Behavioral Science

AP Examination	AP Score	MCC Course Credit Earned	Credit Hours Earned
Human Geography	3+	GEOG 1302	3
US Government & Politics	3+	GOVT 2305	3
World History: Modern	3+	HIST 2321 or 2322	3
US History	3+	HIST 1301 or 1302	3
Psychology	3+	PSYC 2301	3

The Arts

AP Examination	AP Score	MCC Course Credit Earned	Credit Hours Earned
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Art History	3+	ARTS 1304	3
Music Theory	3+	MUSIC 1311	3

IB Examinations

Business

IB Examination	IB Score	MCC Course Credit Earned	Credit Hours Earned
Economics, Higher Level	4	ECON 2301 or 2302	3
Economics, Higher Level	5+	ECON 2301 & 2302	6
Computing Studies, Higher Level	4+	BCIS 1305	3

Language, Literature, & Communication

IB Examination	IB Score	MCC Course Credit Earned	Credit Hours Earned
Language A: Literature, Higher Level	4+	ENGL 1301	3
Language A: Language & Literature, Higher Level	4+	ENGL 1302	3
French, Higher Level	4	FREN 1411 & 1412	8
French, Higher Level	5+	FREN 2311 & 2312	6

Math & Science

IB Examination	IB Score	MCC Course Credit Earned	Credit Hours Earned
Biology, Higher Level	5+	BIOL 1406 & 1407	8
Chemistry, Higher Level	5+	CHEM 1411 & 1412	8
Mathematics, Higher Level	5+	MATH 2413	4
Physics, Higher Level	5+	PHYS 1401 & 1402	8
Biology, Higher Level	5+	BIOL 1406 & 1407	8

Chemistry, Higher Level	5+	CHEM 1411 & 1412	8
Mathematics, Higher Level	5+	MATH 2413	4
Physics, Higher Level	5+	PHYS 1401 & 1402	8

Social & Behavioral Science

IB Examination	IB Score	MCC Course Credit Earned	Credit Hours Earned
Social & Cultural Anthropology, Higher Level	4+	ANTH 2346	3
Geography, Higher Level	4+	GEOG 1303	3
World History, Higher Level	4+	HIST 2321 or 2322	3
History of Americas, Higher Level	4+	HIST 1301 or 1302	3
Philosophy, Higher Level	4+	PHIL 1301	3
Psychology, Higher Level	4+	PSYC 2301 or PSYC 2314	3

The Arts

IB Examination	IB Score	MCC Course Credit Earned	Credit Hours Earned
Music, Higher Level	4+	MUSIC 1306	3
Theatre, Higher Level	4+	DRAMA 1310	3
Visual Arts, Higher Level	4+	ARTS 1301	3