

# Pennsylvania College of Technology

## Procedure Statement

**Title:** Advanced Credit: Competency  
Assessment

**Number:** PR 4.41.01

**Approved by:**  
Presidential Action

**Approved Date:** 09/1983

**Last Review Date:** 08/2020

**Last Revision Date:** 08/2020

**Persons/Departments Affected:**

Admissions Office, Academic School Offices, Faculty, Registrar's Office,  
Undergraduate Students

**Responsible Department:**

Academic Affairs, Registrar's Office

**Definitions:**

Advanced Credit: credit designed to recognize undergraduate students' scholastic achievement attained prior to entering Penn College. This option creates the opportunity for students to begin their college work at a higher level in either the subject in which they received advanced credit or a related subject.

Competency Assessment: available for courses taken in high school that directly relate to an undergraduate student's chosen major, competency assessment offers students the opportunity to earn credit by demonstrating skills and knowledge for specific courses. Assessment is verified by the high school instructor of the course and confirmed by each academic school at Penn College.

**Procedure:**

- I. The Admissions Office promotes advanced and alternative credit through general marketing efforts. Undergraduate applicants are directed to contact their respective academic school to request additional information.
- II. Upon request from the undergraduate applicant, the academic school office sends a letter and competency assessment form to the high school or career and technology center instructor. Once completed, the form is returned to the appropriate academic school office.

- III. The competency assessment form must be returned to the academic school office prior to the start of the first semester of enrollment. Exceptions to this deadline may be granted by the dean of the academic school.
- IV. The academic school will notify undergraduate applicants of any required testing as support for the competency assessment form and assist students with completion of the testing process.
- V. The academic school, once in receipt of all necessary documentation, determines whether credit will be awarded.
- VI. If it is determined that credit is awarded, the academic school completes all paperwork for the credit to be placed on the undergraduate applicant's transcript and sends it to the Registrar's Office for processing.
- VII. Undergraduate applicants are notified by the academic school office whether or not they will receive advanced credit based on the competency assessment review process.
- VIII. If credit is awarded, the academic school will make any necessary changes to the student's schedule.
- IX. The Registrar's Office will post credit earned through competency assessment on the undergraduate student's official academic transcript upon the successful completion of 12 credits of academic work at the College. Prior to completion of 12 credits, for advising and scheduling purposes, approved credit will show on working copies of the student's academic transcript and on the student's graduation profile.
- X. If an undergraduate student elects to take the course, the advanced credit record will be removed from the transcript upon notification by the academic school.

**Revision History:**

- Date: 08/2020 Revised the procedure to reflect change in process.
- Date: 08/2017 Modified language to clarify notification process and placement of credit earned through competency assessment; minor content reorganization; modified definitions; defined that the policy applies only to undergraduate students.
- Date: 03/2014 Minor editorial changes; delete reference to advanced "placement" credit; added definition of advanced credit
- Date: 07/2011 Editorial changes

**Cross References:**

- Advanced Credit Policy, [P 4.41](#)
- Advanced Credit: Credit-by-Exam Procedure, [PR 4.41.02](#)

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Advanced Credit: Credit for Work/Life Experience Procedure, [PR 4.41.03](#)  
Advanced Credit: Advanced Placement (AP)/International Baccalaureate (IB)/  
College Level Examination Program (CLEP) Procedure, [PR  
4.41.04](#)