

DSST
Subject Standardized Tests
Spring Arbor University

1. **A list of examinations available from DSST is attached to this information sheet. Credit hours and** course equivalencies are listed for each examination. Students may obtain additional information, download forms, print Fact Sheets for examinations, order and take practice tests at DSST Web site www.getcollegecredit.com (SAU school Code: 8550)
2. Students will not be allowed to count credit from a DSST exam if they are already enrolled in a class which meets the requirement.
3. In disciplines where courses are sequential (i.e. Math, Sciences, Languages), a student who has taken a higher level course may not use a lower level examination to earn additional credit at the lower level.
4. Calculators are allowed **only** for designated exams. The **only** calculators that may be used (**with no exception**) are commercially produced, handheld calculators that are battery or solar powered and must be silent, non-programmable, and do not have either a full alphabetic keyboard or graphic display.
5. Tests are given on the third Saturday of every month except December on the main campus in Spring Arbor. The registration form must be received by the Office of Registration and Records three weeks prior to the intended test date. Payment is due with the registration form.
6. **DSST will not accept a personal check.** Students must pay their \$80.00 test fee by credit card ((VISA, MasterCard or American Express), money order or certified check. If payment is by credit card, the student must use the DSST Credit Card form. All money orders and certified checks should be made payable to **Prometric**. Only the \$80.00 exam fee may be charged. The administration fee of \$25.00 per exam must be paid by check, (payable to Spring Arbor University), money order or cash.
7. If a student must reschedule their examination(s) for another test date, an additional \$25.00 fee must be paid in advance to Spring Arbor University for each examination.
8. We recommend that the student take not more than two exams per testing day. Many exams can be completed in about 90 minutes; candidates may take up to two hours to complete their exam.
9. A student may earn up to a limit of 60 hours through credit by exam.
10. No more than one-third of the credit hours required in a major or minor may be earned through credit by exam.
11. A DSST examination may be repeated **SIX** months (180 calendar days) from the date examination was first administered.
12. The fee to request additional score reports for DSST examinations is \$30.00. Requests are to be sent directly to DSST. Forms are available at DSST web site or from the Office of Registration and Records at Spring Arbor University.
13. Allow four weeks for a score report to be sent to student and one school of choice.

SPRING ARBOR UNIVERSITY
DSST SUBJECT EXAMINATIONS
2011/2012 \$80 per test and \$25 proctor fee

The following examinations will be accepted as transfer credit at Spring Arbor College. You must receive prior approval from the Office of Registration and Records for any exam.

<u>DANTES EXAMINATION</u>	<u>CREDIT HOURS</u>	<u>SAU EQUIVALENT</u>
Art of the Western World	3	ART 152 GE
Astronomy	3	PHY 121 GE
Business Law II	3	BUS 272
Business Mathematics	3	BUS 105
Civil War & Reconstruction	3	HIS 309 UL
Criminal Justice	3	CRJ 201
Drug and Alcohol Abuse	3	SOC credit UL
Environment and Humanity: The Race to Save the Planet	3	BIO 281 GE
Ethics in America	3	PHI credit
Fundamentals of Counseling	3	PSY UL
General Anthropology	3	SOC credit
Here's to Your Health	3	NSC credit
History of the Vietnam War	3	HIS UL
Human/Cultural Geography	3	GEO 221
Human Resource Management	3	BUS 430 UL
Introduction to Business.	3	BUS 105
Introduction to Computing	3	CPS 150 GE
Intro to Law Enforcement	3	SOC credit
Duplicates Criminal Justice Exam		
Introduction to the Modern Middle East	3	HIS UL
Introduction to World Religions	3	REL 394 UL
Lifespan Developmental Psychology	3	PSY 309
Management Information Systems	3	MIS 301
Money and Banking	3	BUS 301 UL
Organizational Behavior	3	BUS/PSY/SOC 371 UL
Personal Finance	3	BUS 268
Physical Geology	3	NSC credit
Principles of Finance	3	BUS 362 UL
Principles of Financial Accounting	3	BUS 317 UL
Principles of Physical Science I	3	NSC credit GE
Principles of Public Speaking	3	SPE credit
Check with the Office of Registration and Records for additional requirements for SPE100 Gen. Ed.		
Principles of Statistics	3	PSY/SOC/SWK 351 UL GE
Rise and Fall of the Soviet Union	3	HIS credit UL

GE = General Education requirement met by this test.

DSST
Subject Standardized Tests
Registration Form
Spring Arbor University

NAME _____ Date _____

ADDRESS _____
Street City State Zip

TELEPHONE (Home) _____ (Work) _____
(area code) Number (area code) Number

SOCIAL SECURITY # _____ STUDENT ID # _____

Examination Date _____ List examination(s) you want to take:

1. _____ 2. _____

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Examinations are given on the third Saturday of each month, except December. Registrations are due in the Office of Registration and Records three weeks before the examination date.

Complete both the top and bottom sections of the registration form and return to:

Spring Arbor University
Office of Registration & Records
106 E. Main St.
Spring Arbor, MI 49283

CONFIRMATION FORM FOR DSST EXAMINATION(S)

You are scheduled for a DSST examination(s) on _____
at 8:30 a.m. in room 104 of the Poling Center, Ogle Street, Spring Arbor, MI, 49283. Bring
this form, a picture ID and two number 2 pencils. **If you have questions or need to reschedule, contact Kathe Heuman/Test
Administrator at (517) 750-6518.** You are scheduled for the following examination(s):

1. _____

2. _____

Signature of test administrator