

## College-Level Examination Program® (CLEP)

The College-Level Examination Program® (CLEP) gives you the opportunity to receive college credit for what you already know by earning qualifying scores on any of 33 examinations. Earn credit for knowledge you've acquired through independent study, prior course work, on-the-job training, professional development, cultural pursuits, or internships.

### How CLEP Helps You

- Save time. Depending on your college's CLEP policy, a satisfactory score on a CLEP exam can earn you from 3 to 12 college credits.
- Save money. The cost of a CLEP exam is \$77, a fraction of the tuition and fees for the corresponding course.
- Make college more interesting. Skip general introductory courses and move on to more advanced classes, or explore new and challenging academic areas.
- Graduate on time. CLEP can help you to the finish line if you're a few credits shy of graduation.
- Satisfy a proficiency requirement. Demonstrate your ability in college math or a foreign language.

### How to Get Started

- Find out if your college accepts CLEP. Use the CLEP college search and talk to your admissions office, test center, or academic advisor.
- Read descriptions of all 33 exams and decide which to take.
- Register to take your exam(s) by contacting a CLEP test center and making an appointment.
- Start studying. Get a college textbook and review sample questions.
- Take your test!

### Getting Credit

Did you know that doing well on a CLEP exam can earn you the same amount of credit that you'd get if you took — and did well in — a semester- or year-long college course covering the same material? Read on to learn how to get credit for what you already know.

Before you take a CLEP exam, learn about your college's CLEP policy.

Most colleges and universities grant credit for CLEP exams, but not all. There are 2,900 institutions that grant credit for CLEP and each of them sets its own CLEP policy; in other words, each institution determines for which exams credit is awarded, the scores required and how much credit will be granted. Therefore, before you take a CLEP exam, check directly with the college or university you plan to attend to make sure that grants credit for CLEP and review the specifics of its policy.

### Where to find a college's CLEP policy

Typically, a college lists all its academic policies, including CLEP policies, in its general catalog. You'll probably find the CLEP policy statement under a heading such as Credit-by-Examination, Advanced Standing, Advanced Placement, or External Degree Program. If you can't find this information, ask the admission or registrar's office for a copy of the college's credit-by-examination policy.

### How much credit can you earn?

Not all colleges award the same amount of CLEP credit for individual tests. Furthermore, some colleges place a limit on the total amount of credit you can earn through CLEP or other exams. Other colleges may grant you exemption but no credit toward your degree. Knowing several colleges' policies concerning these issues may help you decide which college to attend. If you think you can pass a number of CLEP exams, you may want to attend a college that will allow you to earn credit for all or most of them.

### Minimum qualifying score

Most colleges publish the required scores for earning CLEP credit in their general catalog or in a brochure. The required score for earning CLEP credit may vary from exam to exam, so find out the minimum qualifying score for each exam you're considering.

## Getting credit for general requirements

At some colleges, you may be able to apply your CLEP credit to the college's core curriculum requirements. For example, all students may be required to take at least six hours of humanities, six hours of English, three hours of mathematics, six hours of natural science, and six hours of social science, with no particular courses in these disciplines specified. In these instances, CLEP credit may be given as "6 hrs. English Credit" or "3 hrs. Math Credit" without specifying for which English or mathematics courses credit has been awarded. Find out before you take a CLEP exam what type of credit you can receive or whether you will be exempted from a required course but receive no credit.

## Prior course work

Some colleges won't grant credit for a CLEP exam if you've already attempted a college-level course closely aligned with that exam. For example, if you successfully completed English 101 or a comparable course on another campus, you'll probably not be permitted to receive CLEP credit in that subject also. Some colleges won't permit you to earn CLEP credit for a course that you failed.

## Additional stipulations

**Important Note:** Candidates may not repeat a CLEP exam of the same title within six months. Scores of exams repeated earlier than six months will be canceled and test fees forfeited. For military service members: Effective December 11, 2010, DANTES will not fund retesting on a previously funded CLEP exam. However, service members may personally fund a retest after waiting six months.

Colleges usually award CLEP credit only to their enrolled students. There are other stipulations, however, that vary from college to college. Here are some additional questions to keep in mind:

- Do you need to formally apply for CLEP credit by completing and signing a form?
- Do you have to "validate" your CLEP score by successfully completing a more advanced course in the subject?
- Does the college require the optional free-response (essay) section for the examinations in Composition and Literature as well as the multiple-choice portion of the CLEP exam you're considering?
- Will you be required to pass a departmental test such as an essay, laboratory, or oral exam in addition to the CLEP multiple-choice exam?

Knowing the answers to these questions ahead of time will permit you to schedule the optional free-response or departmental exam when you register to take your CLEP exam.

## Registering for CLEP exams is as easy as 1, 2, 3

Information for Candidates (.pdf/1.2MB) Requires Adobe Reader (latest version recommended). The registration/admission form and instructions for completing it, as well as other useful information about CLEP.

### Step One:

Select and contact a CLEP Test Center near you.

CLEP exams are administered at approximately 1,600 test centers located on college campuses across the United States and around the world. Find one near you using the CLEP Test Centers search. Then, contact the test center directly to find out its registration procedure. Be sure to ask about its service fee and testing schedule, and parking/transportation information.

- 6470 -- Nebraska Wesleyan University - 5000 Saint Paul Avenue, Lincoln, NE 68504; 402-465-2556.
- 1189 -- Testing Center, Southeast Community College - Lincoln 8800 O Street, Lincoln NE 68520; 402-437-2626.
- 6865 -- Director of Career Center, Union College - Lincoln 3800 S 48 Street, Lincoln, NE 68506; 402 486-2067.
- 6420 -- Test Center Coordinator, University of Nebraska - Omaha, Epply Administration Building, Room 113, 6001 Dodge Street, Omaha, NE 68182; 402-554-4800.

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### **Step Two:**

Complete a Registration Form (.pdf/467K) and mail it with your payment to the test center.

Test fees must be paid by credit card (preferred method of payment) or check or money order made payable to "College-Level Examination Program."

Each examination is \$77. Read carefully the information contained in Item #19 on the registration form for more details on test fees. CLEP exams are funded by the military for military service members.

Most colleges charge a nonrefundable administration fee that should be sent to the test center directly. Contact your test center to determine its fee and payment policy.

### **Step Three:**

Request special accommodations, if applicable.

If you have a learning or physical disability that would prevent you from taking a CLEP exam under standard conditions, you may request special accommodations and arrangements to take it on either a regularly scheduled test date or at a specially scheduled administration. For details, please contact the CLEP test administrator at the college where you plan to take the exam before you register.

Request special administration, if applicable.

CLEP exams are administered on computer. If you require a paper-and-pencil CLEP exam administration, contact CLEP directly. Paper-and-pencil administrations are available for 14 CLEP titles only. The fee for each paper-and-pencil exam is \$122. Please note that immediate score reports are not available with paper-and-pencil testing. You will receive your scores two to three weeks after the testing date.

### **Exam Descriptions**

CLEP examinations cover material taught in courses that most students encounter in their first two years of college. Most CLEP exams are designed to correspond to one-semester courses, although some correspond to full-year or two-year courses. Unless stated otherwise in the description, an examination is intended to cover material in a one-semester course.

Colleges usually grant the same amount of credit to students earning a satisfactory score on the CLEP examination as they grant to students successfully completing that course.

Each exam is approximately 90 minutes long, and, except for College Composition, is made up primarily of multiple-choice questions. Some exams do include other types of questions or optional essays.

Each description now includes specific information on knowledge and skills required and study resources.

- Composition and Literature
- American Literature
- Analyzing and Interpreting Literature
- College Composition and College Composition Modular
- English Literature
- Humanities
- Foreign Languages
- French Language (Levels 1 and 2)
- German Language (Levels 1 and 2)
- Spanish Language (Levels 1 and 2)
- History and Social Sciences
- American Government
- Human Growth and Development
- Introduction to Educational Psychology
- Introductory Psychology
- Introductory Sociology
- Principles of Macroeconomics
- Principles of Microeconomics
- Social Sciences and History
- History of the United States I: Early Colonization to 1877
- History of the United States II: 1865 to the Present

- Western Civilization I: Ancient Near East to 1648
- Western Civilization II: 1648 to the Present
- Science and Mathematics
- Biology
- Calculus
- Chemistry
- College Algebra
- College Mathematics
- Natural Sciences
- Pre-Calculus
- Business
- Financial Accounting
- Introductory Business Law
- Information Systems and Computer Applications
- Principles of Management
- Principles of Marketing

Complete information on CLEP may be found at:  
<http://www.collegeboard.com/student/testing/clep/about.html>