CARDINAL STRITCH UNIVERSITY

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

STRITCH POLICIES AND TEST INFORMATION

WHAT IS CLEP?

The College-Level Exam Program (CLEP) (http://clep.collegeboard.org/), sponsored by the College Board, is the most widely accepted credit-by-examination program in the United States. CLEP is a series of computer-based tests that allows students to demonstrate their knowledge in a variety of subjects. Exam content parallels that of commonly offered, undergraduate college coursework. Passing CLEP scores demonstrate competence in a subject equal to that of a student who has passed a comparable course or courses.

WHAT ARE THE TESTS LIKE?

Exams are multiple-choice, with most allowing 90 minutes to complete. The number of questions varies from approximately 80 to as many as 120. Stritch does not require students to write the optional essay for any subject exam. The College Composition exam does require two essays in addition to a shorter, multiple-choice section. Complete exam descriptions, including sample questions and study materials, may be found online.

HOW MANY CREDITS CAN I EARN?

Stritch follows recommendations from the American Council on Education (ACE) regarding minimum passing scores and credits to award. Academic departments determine exact course equivalencies. Where no specific equivalencies exist, students may still be awarded credit in transfer.

Individual tests earn from 3-12 credits depending on the exam chosen and the score earned. See the **CLEP transfer guide** for specific credit amounts and course equivalencies. No more than 60 of the 60 allowable credits for all extra-institutional learning may be earned from the CLEP testing program. Extra-institutional learning includes credit earned through prior learning assessment (military, portfolio, exam, experiential essay) as well as from nationally accredited institutions. 30 credits may be applied to an associate degree and up to 60 may be applied to a bachelor's degree.

Credit can potentially transfer to fulfill general education, major, or elective requirements, but test restrictions may apply to currently enrolled students based on the student's program or major. Credit may not be received for an exam that duplicates content already awarded credit in transfer or at Stritch. Always consult with an academic advisor prior to registering for any CLEP exam.

Since credits earned through CLEP testing are assessments of past learning, they **cannot** be included in your credit load count for the purpose of determining enrollment, financial aid, or academic honors for any term.

WHAT IS A PASSING SCORE?

Scores of 50 represent the equivalent of a "C" and earn credit. Foreign language exams receive additional credit, 12 rather than 6, for scores equivalent to a "B." Wisconsin teacher certification requirements mandate that students majoring in education earn a score of 59 (normed "B") to receive credit for the College Composition exam.

HOW MUCH DO CLEP TESTS COST?

The CLEP exam fee is $80, payable to the College Board. Testing centers also charge a fee for taking the exam; students should budget approximately $20-25 dollars for this cost. There is no charge for sending an initial score report to Stritch, nor does Stritch charge any fees associated with CLEP.

WHERE CAN I TAKE THE TEST?

Students may take a CLEP exam at any one of the 1,800 testing centers nationwide. To locate an open test center near you, visit the CLEP Test Center Search site.

HOW DO I REGISTER FOR A CLEP TEST?

1. First, confirm with your academic advisor that the test you are interested in is appropriate for your needs. You may also discuss CLEP options with the Coordinator of PLA.
2. Currently enrolled students will need to complete a permission form before taking any CLEP test. This form serves as a check that the test is allowable both within the policies of your academic program and of the university. The permission form is available on the Stritch website for CLEP.
3. Create an account with the College Board using the My Account portal. From this account students may register for exams, purchase study materials, and manage their contact information. Detailed registration instructions may be found on the CLEP website and in this video tutorial.
4. Schedule an appointment with your area testing center and prepare for the exam.

HOW DO I PREPARE FOR A CLEP TEST?

Students should always seek exams in content areas where they feel more confident and possess significant prior knowledge. However, advanced preparation is required to successfully pass any CLEP exam. Test preparation information, including study tips, materials, and samples, are available directly from CLEP as well as at area book stores and online retailers. For students planning on taking multiple exams, the *CLEP Official Study Guide* can be a wise investment. Subject specific guides are also available online for a slight fee.

Additionally, the explosion of massive open online courses, known as MOOC's, has placed free learning opportunities at the fingertips of anyone with access to the internet. Many of these are sponsored by respected universities and were created by credentialed faculty members in the discipline. These can provide an excellent option to supplement a student's self-study efforts. Vendors such as InstantCert Academy, Peterson's, etc. also offer preparatory courses and materials, usually at a cost.

HOW DO I NOTIFY STRITCH OF MY RESULTS?

Transfer students who have taken CLEP tests prior to admission at Stritch should request an official transcript from the College Board via the Transcript Request Form. College Board can provide a comprehensive record of all exams taken over the previous 20 years. A charge of $20 is assessed by College Board for each transcript requested.

Currently enrolled students should indicate Cardinal Stritch University as a score recipient when taking the exam by entering the code number **1100**. Allow approximately 10 days for a score report to arrive at Stritch.

Credit cannot be posted to a student's record without official documentation from the College Board.

WHAT HAPPENS IF I DON'T PASS?

There is no academic penalty for failing a CLEP exam. The score will be recorded by the PLA office but will not impact the student's GPA or appear on a Stritch transcript. Exams can be retaken after a period of three months.