

Request to Take College-Level Examination Program (CLEP)

PART A: Advisor Approval to Take CLEP Exam *(To be completed by student and advisor)*

STUDENT INFORMATION

| | | | |
|---|--|------------------|-------------|
| Name: | | TU ID #: | |
| Cell Phone #: | | E-Mail: | @temple.edu |
| CLEP Test Requested | | | |
| To Replace Course Department/Number: | | Course Title: | Credits: |

*By signing this form I understand that I must earn a **minimum score of 50** and must **pass the Temple essay**, if the essay is required. I am responsible for all fees to take the CLEP tests and I am aware that there is an additional CLEP Processing fee of **\$50** per CLEP transcript to post the CLEP credit to my Temple academic record.*

| | |
|----------------------|-------|
| Student Signature: ✓ | Date: |
|----------------------|-------|

ADVISOR APPROVAL FOR CLEP EXAM

| | | | |
|----------------|--|----------------------|-------------|
| Name: | | E-Mail Address: | |
| Advising Unit: | | Advisor Signature: ✓ | @temple.edu |
| | | Date: | |

PART B: Advisor Certification for Posting of CLEP Credits

Student has met CLEP minimum passing score of 50 and passed the writing portion of the exam (if required) to receive credit.

| | | | |
|---|-------|---------------------------------------|--|
| SCORE from Official CLEP transcript: | Essay | PASSED <input type="checkbox"/> | |
| | | NOT REQUIRED <input type="checkbox"/> | |
| Advising certifies student's CLEP Scores for (Dept/Course #): | | Credits: | |
| Advising Director or Designee's Signature: ✓ | | Date: | |

PART C: Bursar

| | | |
|--|--------------------------------|----------------|
| Please Post OUR FOAPL (100000 39400 4999 05) | CLEP Transcript Processing Fee | \$50.00 |
|--|--------------------------------|----------------|

Instructions for Request to Take CLEP Exam for Credit (Form)

Temple University students who are considering a CLEP exam should consult the Undergraduate Bulletin for current credit-granting policies, Academic Residency Requirements, and Permission to Take Courses at Another Institution after Matriculation.

This form should only be used if the student is taking the CLEP exam after matriculation to Temple University.

Step 1: Student meets with an academic advisor and completes all information in PART A. Student signs form to acknowledge adherence to the stated University policies and keeps a copy of this form for personal record.

Advisor documents request in Advising Database, keeps copy of the form on file.

Step 2: Student registers and takes CLEP exam at Temple Institutional Research and Assessment (<http://www.temple.edu/marc/>). If taking the CLEP test at another test center, students should request scores to be sent to Temple (College Code 2906).

Step 3: Advisor notifies students when scores are available; if the student passed the CLEP exam and essay if required the advisor completes PART B above. The advisor keeps a copy of the form and gives original to student. Advisor notes CLEP Score in Advising Database.

STEP 4: Student takes this form to the Bursar's Office and pays CLEP Transcript Processing fee and receives Treasurer's receipt.

STEP 5: Student takes Treasurer's receipt and this form back to the Advising Office.

STEP 6: Advising Office sends this form, *Evaluation Change Sheet for Transfer Credit form*, and a copy of Treasurer's receipt to Office of the University Registrar (OUR). OUR posts the CLEP credits to the student's record.

STEP 7: Student checks his/her DARS to verify the addition of the credits.

Notes:

- I. Students planning to take CLEP tests are urged to do so no later than the semester before they expect to graduate. Information about test dates, fees, and the application process may be obtained from The Office of Institutional Research and Assessment, 12th Floor, Carnell Hall, Main Campus, 215-204-8611.
- II. Students must obtain permission from an advisor of the school or college in which they are matriculated through the completion of the Request to Take CLEP Exam for Credit form.
 - a. Permission will not be given if a student has previously earned a letter grade in the same course at Temple or has previously completed more advanced courses in the same field.
 - b. Permission will not be given to repeat a CLEP exam.
- III. All literature, history, and political science examinations require a Temple essay in order to receive credit at Temple.
- IV. The University awards credits for CLEP exams only as indicated on the chart provided on the Vice Provost for Undergraduate Studies (VPUS) website. If the exam is not listed, it is not accepted for credit at Temple University. Equivalencies may change up to the day before the exam. Students should check the VPUS website (<http://www.temple.edu/vpus/transfer/equivalencies.htm#CLEP>) before taking the CLEP test to verify that the University accepts the CLEP test for credit.
- V. Colleges and Schools may have limitations on the type and number of CLEP credits that can be applied to a degree. For a table of School and College specific policies:
http://www.temple.edu/vpus/documents/Prior_Learning_Credit_School_College_Responses.pdf.
- VI. Students admitted with 60 or more credits in transfer will not be approved to use CLEP credits earned after matriculation at Temple to fulfill degree requirements. (See Policy 02.10.18, Transfer Credit Policy for Matriculated Undergraduate Students)
- VII. Students admitted with less than 60 transfer credits can use CLEP credits completed while matriculated at Temple to count towards the two course (up to 8 credits) transfer credit limitation. (See Policy 02.10.18)
- VIII. CLEP credits taken after matriculation cannot be used to satisfy General Education Requirements.