

PART A: Advisor Approval to Complete Life Experience Request *(To be completed by student and advisor)*
STUDENT INFORMATION

Name:		TU ID #:	
Cell Phone #:		E-Mail:	@temple.edu
Life Experience			
To Replace Course(s) Department/Number:		Course Title:	Credits:
<i>By signing this form I understand that I must complete the documentation required by the School/college. I am aware that there is an additional CLEX Processing fee of \$50 to post the CLEX credit to my Temple academic record.</i>			
Student Signature:	✓	Date:	
ADVISOR APPROVAL FOR CLEX Request			
Name:		E-Mail Address:	@temple.edu
Advising Unit:		Advisor Signature:	✓ Date:

PART B: Advisor Certification for Posting of CLEX Credits
Student has met CLEX requirements to receive credit.

Advising certifies student's CLEX experience for (Dept/Course #):		Credits:	
Advising Director or Designee's Signature:	✓	Date:	

PART C: Bursar

Please Post OUR FOAPL (100000 39400 4999 05)	CLEX Transcript Processing Fee	\$50.00
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Instructions for Request to Take CLEX Exam for Credit (Form)

- I. Temple University students who are considering a CLEX credit should consult the [Undergraduate Bulletin](#) for current credit-granting policies and Academic Residency Requirements.
- II. Colleges and Schools may have limitations on the type and number of CLEX 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.

This form should only be used if the student is requesting Life Experience Credit after matriculation at 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 meets with department and completes School/College documentation.

Step 3: Department reviews documentation and notifies the advising unit if student has met the requirements for credit by life experience.

STEP 4: Advising unit notifies student of decision and completes PART B above. The advisor keeps a copy of the form and gives original to student. Advisor notes CLEX credit in Advising Database.

STEP 5: Student takes this form to the Bursar's Office, pays CLEX Transcript Processing fee, and receives Treasurer's receipt (Part C).

STEP 6: Student takes Treasurer's receipt and this form back to the Advising Office.

STEP 7: Advising Office uploads this form, *Evaluation Change Sheet for Transfer Credit form* and a copy of the Treasurer's receipt to Advisor X. Select "yes" to the question regarding review or processing by OUR; select CLEX from the pull-down menu. Submit after documents are uploaded. The Collaboration Center posts the CLEX credits to the student's record.

STEP 8: Student checks his/her DARS to verify the addition of the credits.