



## **College Level Examination Program Policy**

**Policy Title:** College Level Examination Program (CLEP) Policy

**Policy Type:** Administrative

**Policy Number:** ADM Policy #03-10-10 (2018)

**Approval Date:** 09/04/2018

**Responsible Office:** Office of the Registrar

**Responsible Executive:** Vice President for Academic Affairs

**Applies to:** College Community

### **POLICY STATEMENT**

The College Level Examination Program (CLEP) is a national program of credit through standardized examinations that provides a student the opportunity to obtain recognition for college-level achievement. All students who plan to sit for a CLEP examination must first obtain permission from their advisor, department chair, division dean, and Vice President for Academic Affairs, and then pay a fee to the Office Business and Finance plus an additional pass-through fee set by the CLEP Testing Services. The student presents the receipt to the campus test administrator. Testing Services will ensure that the CLEP fees have been paid and all authorizations are received in writing (advisor, department chair, division deans, and Vice President for Academic Affairs) before administering examinations.

The passing scores for CLEP examinations are listed with the exams. Course credit is awarded for CLEP examinations and appears on transcripts. Courses passed by examination count toward graduation. However, no letter grade will be awarded and the grade will not be calculated in the total grade point average. If the passing score is earned, the College Registrar will enter the credit earned on the transcript as equivalent to the appropriate Wiley course. Credit will be awarded to prospective Wiley students only after they have enrolled at Wiley. Colleges awarding credit based on CLEP examinations have the right to set their own passing scores; however, Wiley College follows the recommendation scores established by the American Council on Education (ACE).

If a student passes a CLEP subject examination for a course for which the student is currently enrolled, he/she may (1) stay in the course and get the grade earned in class or (2) drop the course and receive credit by examination. If the course is dropped to receive credit by examination, it must be dropped with a "W" by the official catalog final day for dropping a course for that semester. If the subject examination passed covers two courses, including a course in which the student is currently enrolled, the student may finish the course to earn a letter grade, quality points

and still receive credit by examination for the course that has not yet been taken.

The College Board provides the retest policy for the College Level Examination Program:

- A failed test may be repeated no sooner than six months after the initial date of the examination.
- Credit cannot be granted for any examination repeated before a six-month period has elapsed.
- Credit is not permitted for courses previously taken for credit or audit. Courses taken by CLEP testing may not be used to substitute/credit courses in the major, concentration, or minor.
- Credit earned by examination of CLEP testing may not be used to reduce the requirement that 25 percent of the semester credit hours required for degree completion must be earned through instruction at Wiley College.

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**CONTACT(S)**

The Office of the Vice President for Academic Affairs officially interprets this policy. The Office of the Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet for ADM Policy #03-10-10 (2018). Questions regarding this policy should be directed to the Vice President for Academic Affairs.

**STAKEHOLDER(S)**

- Office of Registrar
- Office of Academic Affairs
- Full-time Faculty
- Students

## **PUBLICATION**

This policy shall be widely published and distributed to the College community to ensure publication and distribution thereof; the responsible office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the College community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate audiences on the policy's content; as necessary
- Educated and train all stakeholders and appropriate audiences on the policy's content as necessary.

Failure to meet the publication requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

List the following:

- Next Scheduled Review: 09/04/2023
- Approval by, date: Executive Cabinet, 09/04/2018
- Revision History: 07/21/2020
- Supersedes:

## **RELATED DOCUMENTS**

Credit Hour Policy

## **FORMS**

There are no forms associated with this policy and procedures.