

College Level Examination Program

The College Level Examination Program (CLEP) is an option for students enrolled at the University of St. Francis, as well as those in the community. These students may receive credit for college-level learning by earning qualifying scores on any of 27 faculty-approved examinations. Students may earn credit for knowledge acquired through independent study, prior course work, on the job training, professional development, cultural pursuits, or internships. Students who are interested in completing CLEP examinations should consult with the Prior Learning Assessment Coordinator to make sure they qualify before taking the examination. The University of St. Francis now administers the computerized CLEP exams by appointment. The test location is in the Advising Center, Tower Hall, N320.

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Acceptable Forms of Identification for CLEP Testing

CLEP mandates that testers present two forms of identification. The primary form must be a government-issued photo; it must include the candidate's name, signature, and a recognizable photograph. The secondary form must contain either a photo or signature. CLEP candidates who fail to present appropriate ID will not be tested.

Acceptable forms of primary identification include:

- Current passport with name, photograph, and signature
- Valid driver's license with name, photograph, and signature
- State or Province ID issued by the motor vehicle agency with name, photograph, and signature
- Military ID
- National ID with name, photograph, and signature
- Tribal ID card
- Naturalization card or certificate of citizenship

Acceptable forms of secondary identification include:

- Current student ID
- Military ID (Common Access Card)
- Unused ID from the primary choices above

Unacceptable forms of identification:

- Credit or debit cards of any kind
- Social Security card
- Employee ID

All DANTES-funded military candidates must present a current military ID.

Preparing and taking CLEP examinations

The student can request The Official Study Guide for CLEP Examinations at:

http://store.collegeboard.com/sto/productdetail.do?Itemkey=008532&BannerID=ba_189787&AffiliateID=1
2010 Edition; Cost: \$24.95. This guide features:

- Official practice questions for all 34 CLEP exams, published by the official sponsor of CLEP.
- Helpful guides to earning college credit, evaluating a college's CLEP policy, and applying for credit.
- Valuable suggestions for preparation, including methods of self-assessment and strategies for answering exam questions.
- The USF Academic Resource Center (located in the Library) has copies of The Official Study Guide for CLEP Examinations available for student use. The USF Library also has a variety of CLEP resources in the Career Collection, which is by the reading area next to the Reference Desk. If you are taking just one or two CLEP exams, you can purchase an Exam Guide for a specific subject, instead of the comprehensive study guide, available at:
<http://www.collegeboard.com/student/testing/clep/about.html>

University of St. Francis CLEP policy

Faculty reviewed the College Level Examination Program in the Fall of 2010, including the minimum scores and the number of examinations accepted. Presently, USF follows the American Council on Education (ACE) recommendation of a credit-granting score of 50 with the exceptions of four-language exams. Students may earn up to 33 credits with CLEP exams. Students may not repeat an exam within six (6) months of the testing date. USF will provide credit for successful scores on 27 CLEP exams. The following table lists the exam(s) for which credit is granted, the required score, and equivalent course.

CLEP General Examinations

USF Course	Credit	CLEP Exam	Minimum Score
General Education	3	<i>English Comp. w/essay</i>	50
General Education	4	Natural Science	60
General Education	3	Humanities	50
General Education	6	Social Sciences & History	50

- * CLEP credit in Humanities, Social Sciences and History will only be accepted as electives, not as meeting general education requirements. The Humanities examination will be reviewed again in one year.

CLEP Subject Examinations

USF Course	Credit	CLEP Exam	Minimum Score
PSYC111	3	Introductory Psychology	50
PSYC240	3	Human Growth & Development	50
SOCI 111	3	Introductory Sociology	50
FORL111/112	3/6	College French I /II	50/59
ECON 102	3	Principles of Microeconomics	50
ECON 101	3	Principles of Macroeconomics	50
BSAD201	3	Introductory Business Law	50
MGMT150	3	Principles of Management	50
ACCT125	3	Financial Accounting	50
MKTG175	3	Principles of Marketing	50
MATH111	3	College Algebra	50
MATH 125	3	Pre-Calculus	50
MATH 170	4	Calculus w/Elementary Functions	50
MATH 181	5	Calculus w/Elementary Functions	60
CHEM120	4	General Chemistry	50
BIO 124/126	6	General Biology	50
EDUC220	3	Intro to Educational Psychology*	50
FORL101/102	3/6	College Spanish 1 & 2	50/63
FORL 194	3/6	College German 1 & 2	50/60
HIST 121	3	History of US 1	50
HIST 122	3	History of US 2	50

POL105	3	American Government	50
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- + These CLEP scores will be accepted for elective credit only; they will not meet general education requirements.
- * CLEP scores in Educational Psychology will be accepted from students who are not seeking teaching certification. CLEP scores in Educational Psychology will not be accepted from students going through one of the USF approved education programs.

Exam Descriptions

In addition, sample questions for the individual exams are available at:

<http://www.clepexampracticetests.com/>

The latest CLEP updates and resource information can be found at:

<http://www.collegeboard.com/student/testing/clep/about.html>

Visit the CLEP Exam Descriptions Web Page at:

<http://www.collegeboard.com/student/testing/clep/exams.html> to learn more about the components of each exam. With the exception of the “English Composition with Essay” test, each test lasts 90 minutes. Similarly, with the exception of the “English Composition with Essay”, most tests are primarily composed of multiple-choice questions. Some mathematics exams include fill-in-the-blank type questions. All exams are scored on a scale of 20 to 80, not 1 to 100.

Re-taking the Test

You may not repeat an examination of the same title within six months of the initial testing date. If you retake the examination within the six-month period, your exam will be considered invalid, your score will be cancelled, and any test fees will be forfeited.

Score Reports

You will receive a copy of your exam score upon completion of the exam with the exception of the “English Composition with Essay” test. If you have taken “English Composition with Essay”, you will receive a combined score after the essay has been scored, usually three to four weeks after your test date. To view more score-related information, please visit the CLEP Score and Transcripts page:

<http://www.collegeboard.com/student/testing/clep/scores.html>

Special Accommodations

CLEP and the University of St. Francis are committed to working with test-takers with disabilities. Students with documented disabilities may be eligible to receive testing accommodations. Contact the Academic Resource Center (located in the Library) (815-740-5060) at least two weeks before your scheduled exam date to ask for reasonable, appropriate and timely accommodations. Current written documentation of the

disability (within three years) by an appropriate credentialed professional is required with your request. Documentation should include:

- a diagnosis,
- a description of the diagnostic methodology,
- a description of the current functional limitations, and
- a description of current and past accommodations with recommendations for accommodations for testing situations.

Steps To Take a Test

- Read the CLEP descriptions of all 33 exams and decide which exam(s) to take.
- If not a USF student, find out your college's CLEP policy by contacting your admissions office, test center, or academic advisor. If you intend to use CLEP credit at USF, please familiarize yourself with USF's CLEP Policy.
- Register at the CLEP website: and pay exam fee(s) via My Account.
- Review/ print your CLEP Exam Registration Ticket. CLEP registration is valid for six months and the expiration date is printed on your ticket.
- Schedule your CLEP test appointment by contacting the USF Advising Center (815) 740-3590.
- Start studying; use some of the options mentioned above.
- On the day of testing, pay the USF CLEP Administrative Fee at the Advising Center to the proctor of the exam.
- Arrive at the testing center 10 minutes before your scheduled test with the following items:
 - Two acceptable forms of identification; **if you do not have appropriate identification ID, you will not be allowed to test. There are no exceptions to this rule!**
 - CLEP Exam Registration Ticket - The name on the IDs must match the name printed on this ticket.

Testing Fees

The total cost to take one CLEP Exam at the USF Advising Center is typically \$95.00 - effective July 1, 2012.

Below is a breakdown of these fees:

- **CLEP Exam Fee: \$80.00 effective July 1, 2012**
 - Preferred form of payment: Credit cards (Visa, MasterCard, American Express, Discover, JCB, and debit cards with the Visa or MasterCard logo)
 - Other acceptable forms of payment: Checks or money orders made payable to CLEP
 - NO CASH ACCEPTED
- **USF Administrative Fee: \$15.00**
 - Cash or check payable to USF
 - *This payment is in addition to and not to be combined with the CLEP exam fee. .*

Testing Times and Location

CLEP testing will take place in the Advising Center in Tower Hall by appointment. Every effort will be made to accommodate your request. See the available times below:

Day	Available Test Times
Tuesday	8:00 am – 4:00 pm
Thursday	8:00 am – 4:00 pm
Friday	8:00 am – 4:00 pm
Saturday	8:00 am – 12 noon

For more information, please contact The Advising Center, located in N320, Tower Hall, at (866) 890-8353 or (815) 740-3590.

To schedule a time to take a CLEP test, please contact Pat McClintock, at (815) 740-3590, or pmcclintock@stfrancis.edu