CLEP Policy

Southern Arkansas University, Magnolia, permits students believing that they are competent in an area, regardless of where or how the competency was acquired, to challenge the CLEP Subject Examination. Students must have completed all admission requirements and register for resident credit before CLEP credit may be reflected on their transcript. An official test transcript from CLEP must be on file in the SAU Office of Counseling and Testing before credit can be awarded.

A student who earns a scaled score equal to or greater than the cut off score on a particular CLEP examination will be awarded credit for the course for which the CLEP test is to be substituted. The equivalent course name, number, and hours credit for the course will be placed on the student’s transcript. No grade will be assigned.

SAU will accept only CLEP Subject Examinations which have been approved for credit for the Academic Affairs Committee. SAU does not accept credit for any CLEP General Examinations.

The advisor, department chair, and the dean of the college in which the student is majoring, as well as the chair of the department and the dean of the college in which the course is offered, must approve CLEP credit. A student must meet all prerequisites for a course before attempting CLEP credit in that course.

No more than 15 semester hours credit (30 hours for nursing students under ACT 88) toward the associate degree and no more than 30 semester hours credit toward the baccalaureate degree including CLEP, Advanced Placement (AP), correspondence courses, military credit, and departmental credit by examination will be accepted. A maximum of 12 consecutive semester hours by correspondence and/or extension may be submitted, after which the student must earn at least six semester hours in residence. **CLEP is not awarded for courses in which the student is enrolled or courses which the student has already attempted (attempted is defined as having received a grade in the course according to the University’s grading system, including A, B, C, D, F, I, W, WF, P, CR, and NC).**

CLEP credit is not considered residence credit. At least 24 of the last 30 hours presented for a degree must be earned in residence.

All CLEP examinations must be completed and the official scores filed in the Office of the Register prior to the student’s final semester before graduation (Aug.1 for fall graduation, Dec.1 for spring graduation, and May 1 for summer graduation).

July, 2005
Approval for CLEP Examination

Student Name_________________________________________ Date ______________________________________

Social Security Number ______________________ Major ________________________________

Request Permission to Take ____________________________ CLEP Test Title

To Substitute for Southern Arkansas University’s ________________________________ Course # and description

This course is: _______________________________ General Education requirement

______________________________ Elective

______________________________ Major requirement

Permission to take this exam expires as of July 1 each year unless an exception is granted by the vice president for academic affairs. In NO instance will permission exceed one calendar year.

________________________________________ Academic advisor of the student

________________________________________ Chair of the department in which the student is majoring

________________________________________ Dean of the college of the major in which the student is enrolled

________________________________________ Chair of the department in which the course is offered

________________________________________ Dean of the college in which the course is being offered

I understand the Southern Arkansas University, Magnolia, CLEP policy and meet the criteria as stated in this policy.

_________________________ Student’s signature