EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE REGULATION

NO. AR-4.6

Title: Evaluation of College-Level Examination Program

Definition: The College will validate and award credit for college-level learning that occurs outside of the traditional college setting. College credit may be obtained by taking the CLEP exams. For specific academic programs, the student should reach out to Eastern for more information. For students planning to transfer to other schools, the student should contact the institution to determine whether or not the exams will provide acceptable credit.

CLEP: COLLEGE LEVEL EXAMINATION PROGRAM

The College Level Examination Program (CLEP) is a series of examinations that allow students to show their knowledge in a wide range of subjects. The purpose of CLEP is to provide a means for students to receive college credit for learning acquired outside the traditional college classroom.

All CLEP tests are offered by appointment. The student pays the testing fee directly to CLEP. In addition, the student will pay a non-refundable proctoring fee of $30.00 to Eastern. If you have any questions regarding CLEP tests, please e-mail CLEP at clep@ets.org or go to www.collegeboard.org/clep.

CLEP TESTING AT EASTERN

Eastern proctors all CLEP Exams listed in the CLEP Brochure. CLEP exams are computer-based, and each is 90 minutes long, except for College Composition (120 min) and College Composition Modular (160 min) with essay. It is strongly recommended students study from a textbook used in a college-level course related to the subject matter. Also, the CLEP study guide is helpful for taking practice tests. Eastern accepts ONLY the CLEP tests listed on the Eastern requirement sheet. Eastern accepts CLEP credit for only certain academic programs.

DUAL REGISTRATION INFORMATION

1. **Select a CLEP Exam.** For assistance selecting a CLEP exam, students should contact their academic advisor or the Student Services' Office.
2. **Pay for your CLEP Exam.** The CLEP testing fee is paid directly to CLEP through its official CLEP website and must be paid before the day of testing. Eastern is a pay-as-you-go testing site. Students create a user profile and pre-pay the testing fee by credit or debit card for the exam.
3. Once account creation is completed and the CLEP testing fee has been paid, students print a non-refundable testing voucher, valid for six months. **Students MUST bring the printed CLEP Voucher Ticket to Eastern.**

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4. **Register with Eastern.** Students must schedule an appointment to take the CLEP exam by contacting the Student Services Office at Eastern. Upon registration, students will pay a $30 non-refundable administration fee to the Business Office.

RETEST

The CLEP program has a policy that states the exam may not be retaken within a three-month period. If the candidate retakes the exam during this period, the administration is considered invalid, the score is canceled, and exam fees are forfeited.

CLEP may waive this policy for exams retaken after a three-month period upon a special written request from an institution.

For more information, contact CLEP Services at 1-800-257-9558 or clep@info.collegeboard.org

Testing Policies

– Current Photo ID required.
– A CLEP Voucher for the exam is required to complete the assessment.
– Food, beverages, and weapons are not permitted in the Learning Lab.
– Electronic devices and personal items are not permitted in the Learning Lab.
– Only the exam candidate is allowed in the Learning Lab.
– No unsupervised children. Childcare is not provided.
– Examinees may not remove notes from the Learning Lab.
– Calculators are permitted for specific exams only and subject to inspection.
– No talking is permitted during testing.
– Acts of dishonesty are reported.

Day of Exam Requirements
Please bring the following items on the day of the CLEP exam:

1. A current government-issued photo ID with signature
2. A valid voucher ticket for each CLEP exam
3. A receipt of the scheduled exam showing payment of the $30.00 proctoring fee to Eastern.

No one will be allowed to test without a valid, acceptable photo ID, CLEP Voucher, or registration ticket, and the receipt for the Eastern proctoring fee.

CLEP Procedures

1. CLEP exam credits are recorded as transfer credit with a CLEP Transcript on the student's transcript when the student enrolls at Eastern.
2. Official CLEP score reports must be sent to the Student Services Office. Students can request official score reports by contacting The College Board at collegeboard.org/clep.

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3. CLEP credit cannot be counted as part of the class load for financial aid purposes or extracurricular scholarship eligibility.
4. The maximum CLEP hours recorded on an Eastern transcript is twelve credit hours.
5. Eastern has a list of recognized CLEP exams that it accepts for credit. It is the student's responsibility to verify with the Student Services Office that the exam s/he takes will apply to his/her program of study.
6. Students are strongly encouraged to consult with an advisor before taking a CLEP exam.
7. Every institution establishes its own policies regarding CLEP. If the student chooses to transfer to another institution, s/he should be aware of the CLEP requirement, minimum scores, and credit awarded for CLEP exams.
8. Credits are awarded for CLEP exams according to the policy in effect at the time of the CLEP transcript.
9. Students can take ONE CLEP exam on any given exam date.
10. Students may not repeat the same CLEP exam within three months of the initial testing date.
11. CLEP has a standard passing score of 50 in all exams except in the foreign language exams.
12. All CLEP testing is computer-based. Students will receive an unofficial CLEP transcript upon completion of the exam. (Exceptions: College Composition with essay and College Composition Modular with essay)
13. Eastern reserves the right to revise this policy without notice.

RESULTS

All test results are immediate except for the exams which require an essay (These test scores will take approximately 3-4 weeks to receive as CLEP grades the essay).

Eastern recognizes the following CLEP examinations:

Examination Title	Minimum Score Required	Credit Awarded	Eastern Course Satisfied
Composition and Literature			
American Literature	50	6 hours	ENL 201 & ENL 204
College Composition Modular without Essay	50	3 Hours	ENL 101
College Composition – English Composition with Essay	50	6 Hours	ENL 101 & ENL 102
Science and Math			
Biology	50	6 hours	BIO 101 & BIO 102
Natural Sciences	50	6 hours	GSC 109 & GSC 110
College Mathematics	50	3 hours	MTH 121
College Algebra	50	3 hours	MTH 135
Pre-Calculus	50	5 hours	MTH 137

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Calculus	50	4 hours	MTH 230
History and Social Sciences			
American Government	50	3 hours	POL 201
History of the United States I Early Colonization to 1877	50	3 hours	HIT 240
History of the United States II 1865 to the Present	50	3 hours	HIT 241
Human Growth and Development	50	3 hours	PSY 214
Introduction to Psychology	50	3 hours	PSY 200
Introduction to Sociology	50	3 hours	SOC 203
Principles of Macroeconomics	50	3 hours	ECN 201
Principles of Microeconomics	50	3 hours	ECN 202
Western Civilization I	50	3 hours	HIT 104
Western Civilization II	50	3 hours	HIT 105
Business			
Information System	50	3 hours	CIS 114
Principles of Management	50	3 hours	MGT 250
Principles of Marketing	50	3 hours	MKT 260

Policy References

Credits earned through CLEP will be transferable in accordance with Title 133 WV Higher Education Policy Commission, Series 17 Transferability of Credits and Grades at WV Public Colleges and Universities Series; Eastern BP 3.13 and Eastern AR 4.5.

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President Date

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