

Marian University
College Level Examination Program (CLEP) Procedures
(Revised August 2018)

1. Discuss which CLEP exam you wish to take with your academic advisor.
2. After making that determination, obtain approval from the Associate Registrar in the Registrar's Office, at 955-6053, prior to registering for the exam. If your advisor is unsure about whether a specific exam is accepted by Marian, have them consult the 2018 – 2019 Marian University Course Catalog and/or the Associate Registrar. If you have questions consult with the Associate Registrar as he/she will be granting the approval. **Note: Marian only gives General Education credit or credits in fulfillment of a specific major for CLEP exams in which there is an equivalent Marian University course offered.** You may not receive credit for a CLEP exam if you have already received college credit for an equivalent or a higher level course in that field.
3. Once a decision has been made about a CLEP exam, call Academic Support Services in the Counseling and Consultation Services Office @ 955-6150 to schedule the exam.
 - Counseling and Consultation Services is open 8:00 to 4:30; M-F.
 - CLEP exams are 90 minutes long, but require 2 hours due to registration/instructions, etc.
 - No exams are scheduled after 2 p.m. in the afternoon.
 - Due to scheduling demands, it may take several weeks to get you scheduled. Plan ahead. [If the CCS office schedule does not meet your needs, you may take your CLEP exam at any CLEP exam site (check the CLEP website for other testing sites in your area).] **Note**, if you want Marian credit, even if you test at another site, you must abide by Marian's credit granting scores and other criteria listed herein.
4. After determining a day and time for your exam, go to: <https://clepportal.collegeboard.org/myaccount>. You register and pay for your exam on-line. You will receive a **CLEP Exam Registration Ticket which you must bring with you to your exam.** The current CLEP fee is \$87 (this is subject to change by the College Board)
5. **Marian requires a \$25 Test Center Administration fee to be paid in person at the time of testing.** This is separate from your on-line registration. This may be in cash or in check form, made payable to Marian University (no credit cards). If you do not bring the fee, you will not be allowed to test that day.
6. On the day of testing, arrive on time. The Counseling and Consultation Services office is located on the first floor of Clare Hall (east end). Signage will direct you to the office.
7. If you must cancel or reschedule your exam, call (955-6150) as soon as possible.
8. You will receive your scores immediately following your exam (with the exception of the exams with essays). If you do not pass the exam, you must wait three months to retest.

9. For questions regarding CLEP registration contact CLEP Services @ (800) 257-9558 or clep@info.collegeboard.org.
10. The purpose of the CLEP program is to give individuals who have life experience or previous exposure to material a chance to be given “credit” for that knowledge. “Cramming” for an exam in an area in which an individual has no previous knowledge or experience is not recommended.

CLEP
Marian University Course Catalog 2018-2019
 (Reference Catalog pages 44-46)
Revised August 2018

**Passing Scores for all CLEP exams is a scaled score of 50 or higher
 as recommended by the ACE (American Council on Education)**
With the exception of Foreign Language Exams –
(see foreign language section)

Marian University's approved exams, course equivalencies; and number of credits granted:

Composition and Literature:

American Literature	ENG 100 level elective (3)
College Composition	ENG 101 (3)
English Literature	ENG 100 level elective (3)

Foreign Languages:

French Language:	Level 1 score = 50	FRE 101, 102 (8)
	Level 2 score = 62	FRE 200, 201 (14)
German Language:	Level 1 score = 50	GER 101, 102 (8)
	Level 2 score = 63	GER 200,201 (14)
Spanish Language	Level 1 score = 50	SPA 101, 102 (8)
	Level 2 score = 63	SPA 200, 201 (14)

(Level 1 – equivalent to the first two semesters of University level foreign language)

(Level 2 – equivalent to the first four semesters of University level foreign language)

History and Social Sciences:

American Government	POL 102 (3)
History of the United States I	HIS 200 level elective (3)
History of the United States II	HIS 200 level elective (3)
Human Growth and Development	PSY 220 (3)
Introduction to Educational Psychology	EDU 100 level elective (3)
Introductory Psychology	PSY 101 (3)
Introductory Sociology	SOC 101 (3)
Principles of Macroeconomics	ECN 201 (3)
Principles of Microeconomics	ECN 202 (3)
Social Sciences and History	General Elective (3) NO HIS/SOC/POL credit
Western Civilization I	HIS 100 level elective (3)
Western Civilization II	HIS 100 level elective (3)

Science and Mathematics:

Biology	BIO elective 100 level (3) - No lab credit
Calculus	MAT 230 (4)
Chemistry	CHE elective 100 level (6) – No lab credit
College Algebra	MAT 140 (4)
College Mathematics	MAT Gen. Ed. (3)
Natural Sciences	SCI Elective 100 level (6) - No lab credit
Pre-calculus	MAT elective 100 level – (3) Math Gen. Ed.

Business:

Financial Accounting	ACC 210 (3)
Information Systems and Computer App.	MIS 101 (3)
Introductory Business Law	BUS 301 (3)
Principles of Management	BUS 250 (3)
Principles of Marketing	BUS 240 (3)
(BUS CLEP will not fulfill any major course requirements in the School of Business)	

CLEP (Non-traditional/Collegiate Means) Credit Granting Policy

Students may take CLEP examinations prior to or after enrolling at Marian University.

CLEP credits are not allowed to be earned during the last thirty credit hours of bachelor degree work or the last fifteen credit hours of associate degree work. A student who receives CLEP credits during this time are still required to fulfill their last thirty/fifteen credits at Marian University, thus place their total earned degree credits at or over the minimum required for the degree.

REMINDER: Prior to registering for any CLEP exam, contact the Associate Registrar in the Registrar's Office at 955-6053 for approval.