

# REQUEST TO TAKE CLEP EXAM FOR CREDIT

Student Information		
Student Name <i>(Printed)</i>		CNU ID Number
CNU Email Address	Cell Phone Number	Anticipated Graduation Date
Anticipated Degree	Major(s)	Concentration(s) <i>(if applicable)</i>

- Courses completed at CNU with a grade of "D", "F" or "UI" cannot be repeated via a CLEP exam for purposes of transferring the credit to CNU.
- A maximum of 92 semester hours of transfer credit (which also includes credit earned via a CLEP exam) can be applied toward a CNU degree, which includes a maximum of 66 semester hours of transfer credit from a junior or public community college.
- Approval granted does not constitute a waiver of any university requirements. Students should not assume that approval has been granted until they have received a letter or email of instruction and approval. Students are responsible for being familiar with the Undergraduate Catalog and the Policy for CLEP and Procedures for Course Challenges and complying with academic policies and graduation requirements.
- Grades for credit earned via a CLEP exam will be recorded with a "T" indicating a passing grade; credit will count toward graduation but will not be computed in the grade point average (GPA).
- If a student has credit for two or more courses from any department or departments whose courses satisfy a particular degree requirement, the student may not apply credit from a CLEP General Examination to that requirement or for use as elective credit.
- Permission to take the CLEP exam is a privilege that the University grants to degree-seeking students.

CLEP Information				
Please consult the <a href="#">College Board website</a> regarding testing locations and additional information. Likewise, please consult the current online CNU Policy for CLEP and Procedures for Course Challenges Guide for CLEP exams accepted by CNU. Official CLEP results may take 2-6 weeks to reach CNU, please plan accordingly.			I plan to complete CLEP exam(s) in the below semester/year: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer   Year _____	
Anticipated Date of CLEP Exam <i>(mm/dd/yyyy)</i>	CLEP Examination Title	CNU Equivalent <i>(To be completed by Office of the Registrar)</i>		
		Subject	Course No(s)	Credit Hrs

By signing, I am certifying that I have read the information above and understand the limitations of taking a CLEP exam for credit at CNU as stated. I am not currently on academic suspension. I understand that any falsification on this request will invalidate any and all approvals granted, and no transfer credits will be awarded. In addition, I understand that a minimum of 45 credit hours must be completed at CNU and 30 of the last 36 credit hours, including the last 12 credit hours within the major field, must be completed in residence at CNU.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

***Office of the Registrar Use Only***				
Intent to Graduate Form: <input type="checkbox"/> Yes <input type="checkbox"/> No	Academic Standing: <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	Residency Requirement Met?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Compliant with Repeat Policy: <input type="checkbox"/> Yes <input type="checkbox"/> No	Processed by:
Graduation Semester:	Cum GPA:		Class:      Earned Hrs: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied      Date: ____/____/____		Student Contacted: ____/____/____		
Reviewer: _____		Notes: _____		

## REQUEST TO TAKE CLEP EXAM FOR CREDIT

*Note: Permission to take CLEP exams for CNU credit is available for degree-seeking students and is only granted when this form has been completed, policies have been followed, and all approving signatures have been obtained.*

### INSTRUCTIONS:

If you are taking a CLEP exam through the College Board with the intent of receiving college credit at CNU, you must first thoroughly review the University's Policy for CLEP and Procedures for Course Challenges available online.

**Please note the following:**

- CLEP credit cannot replace equivalent course work completed with a grade of C- or higher.
- A CLEP subject examination may not be taken once college level credit has been attempted in the same discipline. Example: When BIOL 211 or any upper-level BIOL course credit has been attempted (any enrollment) or posted to the transcript, the General Biology Subject Examination may not be taken for BIOL 107/108 credit or for lower-level elective credit.

- Step 1:** Read this form carefully, completing all information, and signing to acknowledge your adherence to the stated University policies.
- Step 2:** Return completed form to the Office of the Registrar. *Please allow a minimum of three days for processing.*
- Step 3:** Approval is not granted until all sections of this form and approving signatures are obtained.
- Step 4:** Complete the form on the back of this page.

Note: You must obtain the minimum acceptable score detailed in the Policy for CLEP (referenced above) and you may not present a CLEP exam for credit if you have already taken the course at CNU or elsewhere and transferred the credit to CNU. You will be expected to follow all guidelines provided in the Policy for CLEP before CNU credit will be awarded for this exam.

Please note only those CLEP exam(s) for course(s) listed in the current online Policy for CLEP and Procedures for Course Challenges Guide will be authorized. Approval is based on your current academic standing and enrollment hours; if you drop or withdraw from a currently enrolled or registered course you may be subject to further review to ensure compliance with graduation residency requirements.

This form must be completed and approved by the Office of the Registrar prior to taking the CLEP exam. *Students should not assume approval.*