

CLEP: College Level Examination Program

Registration

The CLEP registration form is available online from the College Board web site (go to www.collegeboard.com/student/testing/clep/reg.html) and use the link under "Step Two").

Return completed CLEP application form and fees (by mail or in person) to:

Testing Office
University of Central Arkansas
201 Donaghey Ave.
Torreyson West 315
Conway, AR 72035

Your registration and payment **must reach the Testing Office no later than the Friday before the week you wish to test**. Upon receipt of your application form and payment, the Testing Office will mail you an admission ticket and receipt.

Administration and Cost

Currently CLEP exams are administered at UCA on Tuesdays at 12:30 and 2:30 p.m. Please specify which time slot you desire on your registration form. If those days and/or times conflict with your schedule, please call the Testing Office. There is a non-refundable \$15 administration fee, made payable to UCA, for each exam.

The cost of each CLEP exam itself is \$72. Please write one check, made payable to "CLEP" for the \$72 test fee, and another check, made payable to UCA, for \$15 to cover the administration fee. You may register for up to two exams per test date.

Note: the \$72 CLEP test fee may also be paid with a credit card at the time of testing.

CLEP exams are administered in Torreyson West room 315. Please bring two forms of identification with you on the date of your test. One ID must be a government-issued photo ID (ex. a driver's license). The second ID can be a school ID, work ID, or a credit card. **You will not be permitted to take the exam without acceptable ID.**

Course Credit at UCA

The Division of Undergraduate Studies is responsible for issuing course credit at UCA. Before you take the test, please refer to the CLEP section in the current *UCA Bulletin* (www.uca.edu/ubulletin/02/204.html)

The following is a summary of CLEP policy at UCA:

UCA permits a student to take CLEP exams to earn college credit for up to a maximum of 30 hours of general education courses. CLEP credit may be awarded to those students

who have met the minimum score requirement set by the university, have not already satisfied the general education requirement, and have not begun the course for which credit is sought. When a student has satisfactorily completed the exam and earned a minimum of 12 semester hours at UCA, credit will be recorded and designated as “CLEP” on the student’s permanent record.

To earn credit in writing (composition), the exam must be taken before enrollment or attendance in any university or college, including UCA. Therefore, a student transferring into UCA would not be able to take the English Composition with Essay exam and receive CLEP credit at UCA.

In addition, since it takes approximately three weeks for a student to receive the score from this test, there are deadlines by which a student must take the English Composition with Essay exam if the score is to be used for credit at the University of Central Arkansas. Please contact the Testing Office regarding the deadline date for your semester of entry.

Other exams must be taken before the end of the semester in which a student is enrolled for their 75th hour. If a student does not achieve a passing score, he/she must wait 6 months before attempting to re-take that particular exam.

Possible credit for CLEP examinations can be earned as follows:

<u>Examination</u>	<u>Course</u>
English Composition WITH Essay	Writing 1310 & 1320
Natural Sciences	Biol 1400; Phys Science 1400
Mathematics	Math 1360
Humanities	Art 2300
Social Science/History	Social Studies Elective (3 hours)
American History I	History 2301
American History II	History 2302
Western Civilization I	History 1310
Western Civilization II	History 1320
(A maximum of 9 credit hours is awarded in history)	
American Government	Political Science 1330
College Algebra	Math 1390
General Psychology	Psychology 1300
Introductory Sociology	Sociology 1300

Other Important Information

In order to receive credit for UCA courses Writing 1310 & 1320, you must take the English Composition WITH Essay exam. If you do not take the essay portion of this exam, you will not receive course credit at UCA.

Please note that each college and/or university has their own specific policies regarding CLEP credit. Before taking any exam, please familiarize yourself with those policies.

The Testing Office is responsible for test registration and administration only. If you have a question about additional score reports, please contact CLEP directly.

You may obtain more information by visiting CLEP's website at www.collegeboard.org/clep.

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University of Central Arkansas
201 Donaghey Ave.
Torreyson West room 315
Conway, AR 72035
Phone: 501-450-3209
Fax: 501-450-3259