

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

CLEP exams are offered during normal hours of operation, as availability allows. Office hours are Monday through Friday, from 8:00am until 4:30pm. Please call the Office of Testing at (501) 450-3209 in order to schedule an exam.

There is a non-refundable \$15 administration fee, which can only be paid by cash or check (made payable to “UCA”), for each exam. The \$77 CLEP exam fee can 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.**

Military-Funded Exams

Please visit the following link to determine if you are eligible for a DANTES-funded CLEP exam:

http://www.collegeboard.com/prod_downloads/student/testing/clep/Eligible_for_DANTES_0607.pdf

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:

The College Level Examination Program (CLEP) allows a student to receive university credit and/or satisfy university requirements. The university permits a student to take either the general examinations or specific subject examinations to earn college credit for a maximum of thirty hours of general education courses. No student may use test scores in lieu of courses in the major or minor, except in instances where general education requirements and major or minor requirements overlap. 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. All examinations must be taken before the end of the semester in which a student is enrolled for the 75th hour.

When a student has satisfactorily completed the examination and has earned 12 hours in residence at the university, credit will be recorded and designated as "CLEP" on the student's permanent record. However, the result of CLEP examination will not be used in computing a student's grade point average. Thirty semester hours is the maximum examination credit allowed. To earn credit in writing, the examination must be taken before the student begins the course(s) for which credit is sought. Credit for successful completion of these examinations is recorded at the end of the term in which the scores are received. Students should apply directly to the test center where the test is to be taken. A transcript of scores must be sent to the Dean of Undergraduate Studies.

In addition, since it takes approximately three weeks for a student to receive a score from the College Composition exam, there are deadlines by which a student must take this 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 desired semester of entry.

If a student does not achieve a passing score, he/she must wait 6 months before attempting to re-take any particular exam.

Possible credit for CLEP examinations can be earned as follows:

CLEP Examination	UCA Courses	Score	Hours Credit
College Composition	WRTG 1310 & 1320 (both or neither)	50	6
Natural Sciences	BIOL 1400 & PHYS 1400	50	8
College Mathematics	MATH 1360	50	3
College Algebra	Math 1390	48	3
Humanities	ART 2300	50	3
Social Sciences & History	Awards 3 hours of General Elective credit	49	3
History of the United States I: Early Colonization to 1877	History 2301	49	3
History of the United States II: 1865 to the Present	History 2302	50	3
Western Civilization I: Ancient Near East to 1648	History 1310	50	3
Western Civilization II: 1648 to the Present	History 1320	48	3
	(A maximum of 9 hours awarded in History)		
American Government	Political Science 1330	51	3
Introductory Psychology	Psychology 1300	51	3
Introductory Sociology	Sociology 1300	51	3

Other Important Information

In order to receive credit for UCA courses Writing 1310 & 1320, you must take the College Composition exam.

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.

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