

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP - 5195.0

FOR POLICY NUMBER: N/A

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for the College Level Examination Program (CLEP).

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 Students who successfully complete CLEP subject exams will be awarded college credit according to the following procedures:

3.1.1 Northeast Community College (Northeast) only accepts CLEP subject exam scores; CLEP general examination scores are not accepted.

3.1.2 Official CLEP score reports should be sent to the Registrar's Office at Northeast. Students can request official score reports by visiting the College Board website.

3.1.3 Official CLEP scores are recorded as transfer credit on a student's transcript at the time the student enrolls at Northeast.

3.1.4 CLEP credit may not be counted as part of the class load for financial aid purposes, or extracurricular scholarship eligibility.

3.1.5 A student must successfully complete a minimum of 25% of the credit hours required for the degree, diploma or certificate at Northeast. The maximum CLEP hours recorded on a Northeast transcript is 24 credit hours.

3.1.6 Northeast has a list of recognized CLEP exams that it accepts for credit, the Northeast course to which the exam is equivalent, and the score requirements for each exam. It is the student's responsibility to verify with the Registrar's Office that the exam he/she takes will apply to his/her program of study. Students are strongly encouraged to consult with an advisor prior to taking a CLEP test.

3.1.7 Students who have CLEP credits awarded at Northeast and choose to transfer to another institution should be aware that each higher education institution

establishes its own requirements, minimum scores and credit awarded for CLEP exams.

- 3.1.8 Credits initially earned by passing a CLEP exam will be deducted from cumulative credit earned if a student subsequently enrolls in and completes a college-level course that is similar in content to the subject matter covered by the CLEP exam.
- 3.1.9 Northeast reserves the right to revise this policy without notice. Credits awarded for CLEP exams are earned according to the policy in effect at the time of the CLEP transcript evaluation.
- 3.1.10 CLEP exams may not be repeated any sooner than three (3) months after the original exam date.

4. APPLICABILITY

N/A

ISSUE DATE: 11/25/2014

EFFECTIVE DATE: 03/22/2017

REVISION DATE(S): 09/09/2010 (item #10697); 05/01/2014; 11/25/2014; 03/22/2017

PRIOR POLICY/PROCEDURE NUMBER: 5021.a; 5115.0

SCHEDULE FOR REVIEW: 2022

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: CLEP