



## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Delgado Community College has been designated as a testing center for the College Level Examination Program (CLEP).

Specific policies and procedures have been established for the granting of college credit from non-traditional sources:

### ***CLEP Policies:***

1. The general policies concerning credit from non-traditional sources are applicable.
2. The Louisiana Community and Technical College System has entered into a partnership with College Board® and the College Level Examination Program (CLEP) to have exam scores sent to Delgado Community College and entered into the College's System.
3. The awarding of credit under CLEP is based upon these three criteria:
  - the standard scores recommended by the Commission on Educational Credit for the American Council on Education;
  - A score of 50 or higher on the CLEP Exam; and
  - The CLEP score is no more than three (3) years old.
4. Specific course credit (course title and hours credit) is awarded by the Registrar's Office.
5. Semester hours of credit earned by the CLEP examination are assigned a "P" grade. No quality points are earned. Such credit does not enter into grade point average computation.
6. CLEP credits will be automatically awarded to students who meet the Prior Learning Assessment (PLA) requirements and the above three criteria. A required fee of \$5 per credit hour will be automatically posted on the student's account by the Bursar's Office.

***Application for CLEP Credit Procedures -  
Only for Students Whose CLEP Scores are NOT in the College System:***

- NOTE:** The student requests that the CLEP test score(s) be sent to the Testing Office.
- STEP 1. The student requests an [Application for CLEP Credit \(1433/001\)](#) at the Testing Office. The approved list of courses for CLEP is checked to verify that CLEP credit may be used for the course(s). If the course is on the list, current enrollment of the student is verified.
- STEP 2. The student takes the application for CLEP credit to the Bursar's Office and pays the required fee of \$5 per credit hour. The Bursar's Office, upon payment, completes Part 2 and stamps the application "PAID."
- STEP 3. The student returns the paid application to the Testing Office. The Testing Office completes Part 3. If score requirements are met, the application is then forwarded to the Registrar's Office by College personnel.
- STEP 4. The Registrar's Office verifies the student's enrollment and processes the application.

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***Cancellation:***

*College Level Examination Program (CLEP)* as published in Academic Procedures, dated 2/15/07

***Policy Review/Approval:***

Academic Affairs Council Review 2/15/07

Vice Chancellor for Learning and Student Development Approval 2/15/07

Procedural Update - Vice Chancellor for Academic and Student Affairs Approval 2/14/23