



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. Prior to taking a CLEP examination, the student must check with the Division Dean or academic counselor of his/her major to confirm that the credit is applicable to the student's major.
3. The awarding of credit under CLEP is based upon two criteria:
 - the standard scores recommended by the Commission on Educational Credit for the American Council on Education; and
 - an essay graded by Delgado Community College faculty who teach in that subject area.
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. Students who wish to transfer CLEP credits to Delgado must request that official score reports be sent to the Director of the Office of Testing and Assessment.

Application for CLEP Credit Procedures:

NOTE: The student requests that the CLEP test score(s) be sent to the Director of the Office of Testing and Assessment.

STEP 1. The student requests an [Application for CLEP Credit \(1433/001\)](#) at the Office of Testing and Assessment. 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. The Bursar's Office, upon payment, completes Part 2 and stamps the application "PAID."

- STEP 3. The student returns the paid application to the Director of the Office of Testing and Assessment. The Director of Testing and Assessment completes Part 3. If no essay is required and score requirements are met, the application is then forwarded to the Registrar's Office by College personnel. If the student meets the score requirements and an essay is required, (a) the application, score report, and essay are forwarded to the Division Dean whose division is responsible for the course in which credit is requested and (b) grading of the essay is arranged.
- STEP 4. Once grading of the essay is completed, the Division Dean signs the application in the designated location, noting either the approval of credit to be awarded or the denial of credit.
- STEP 5. The Registrar's Office verifies the student's enrollment and processes the application.

Policy Reference:

Original publication in Policy and Procedures Memorandum, DM 1440.2G, *Academic Procedures Manual*, issued August 15, 1994.

Updates Approved by Academic Affairs Council 2/15/07