

Marian University

College Level Examination Program (CLEP) Procedures

1. First review all information on CLEP testing and exams on the [College Board's website](#)
2. **If you determine that you have the prior learning needed to take a CLEP exam(s) review the rules and policies at Marian for the awarding of CLEP credit for various courses at xxx.** Marian follows the ACE recommended score for awarding credit.
3. Let your advisor know that you are interested in taking a CLEP exam and discuss the exam or exams you will take.
4. Before taking any exam, obtain approval from the Associate Registrar in the Registrar's Office, at 955-6053, **prior** to registering for the exam to be certain that you meet the criteria for awarding credit(s).

Note: You may not receive credit for a CLEP exam if you have already received college credit for an **equivalent or a higher level** course in that field. **Marian University** is no longer a testing site for CLEP or DSST exams.

The purpose of the CLEP program is to give individuals who have life experience or previous exposure to material a chance to be given "credit" for that knowledge. "Cramming" for an exam in an area in which an individual has no previous knowledge or experience is not recommended. You must wait a **minimum of 3 months before retaking** the same exam if you do not pass. The College board will invalidate any tests taken again prior to this 3-month waiting period.

5. Once a decision has been made about a CLEP exam and you have notified the associate registrar; register for and schedule your CLEP exam at an official CLEP testing site:

- <https://clep.collegeboard.org/register-for-an-exam> for registration and to find a testing site in your area. **Note**, you must abide by Marian's credit granting policies criteria listed herein for receiving credit toward a Marian degree.
 - You must follow all policy and procedures including payment for any administrative fees at the testing site where you take the exam.
 - If you are a Marian student or have applied and will be within the next 6 months, make sure to list Marian University Indianapolis as the school that you want to receive the official copy of your test scores (our school code is 1442). We cannot award credit without receiving the official school score report. We cannot accept copies of the student's score report.
6. You will receive an email approximately 2 to 4 weeks after taking the exam from the associate registrar to your Marian account letting you know if you received credit for your CLEP exam. This credit will show on your transcripts and your HUB timeline under Non-term courses if you do score at the ACE recommended score or higher. The credit is listed as CR. No grade is earned or calculated into your GPA.
 7. Email the registrar's office or regis@marian.edu if you have questions about the awarding of credit.

CLEP (Non-traditional/Collegiate) Credit Granting Policies at Marian University – Residency policies

- Marian requires that the last 30 hours of credit toward a bachelor degree or last 15 hours toward an associate degree be graded classroom/online credit (not test out or proficiency credits).
- A student who receives CLEP credits during this time are still required to fulfill their last thirty/fifteen credits at Marian University, thus may place their total degree credits required at or over the minimum required for the degree. Check with the associate registrar if you are unsure if you are in your last 30 hours/15 hours toward your bachelor or associate degree and for any other policy credits regarding credit for CLEP at Marian.
- **A maximum of 30 CLEP credits may be applied toward a bachelor degree. A maximum of 15 CLEP credits may be applied toward an associate's degree.**