

## CLEP REGISTRATION DIRECTIONS

### How to get started...

- STEP ONE:** Review the college's CLEP Policy (see below)
- STEP TWO:** Decide which exam(s) to take (<https://www.charlestonsouthern.edu/wp-content/uploads/2019/07/AP-Policy-September-2017.pdf>) and fill out the *Standardized Subject Examination Request Form* (see below). Obtain the proper approvals and take the form to the Registrar's Office for final approval.
- STEP THREE:** Log in to *My Account Registration Portal* to create an account at <https://clepportal.collegeboard.org/myaccount>
- STEP FOUR:** Register and pay your exam fee at <https://clepportal.collegeboard.org/myaccount> after you have created your account **\*\*CSU Honor Students** are not required to pay the exam fee but must create an account through the above CLEP url before arriving for their appointment. After arriving for the appointment, the testing proctor will enter the CLEP payment information before the test begins.
- STEP FIVE:** Schedule your appointment with the Testing Center to take the test. You must give at least 24 hours advanced notice to schedule the exam. Walk-ins are not accepted. To schedule an appointment please email [testingcenter@csuniv.edu](mailto:testingcenter@csuniv.edu).

## Regulations for Standardized Subject Exams:

1. Only Charleston Southern University students of record may receive credit for standardized subject exams. Visiting, transient or other non-degree students are not awarded outside credit of any type.
2. A student may request permission to take standardized subject exams at established testing centers during any term with the exception of the term in which the student graduates.
3. Exams must be recognized by the American Council on Education for college credit, and an approval form with the signatures of the department chairperson and the registrar is required prior to taking subject examinations. This will ensure that the credit will be applicable and acceptable at CSU and will indicate how it will apply to the student's current degree plan.
4. No student may take a standardized subject exam for a subject that has already been attempted and a grade has been received from CSU (i.e. All grades including grades of "F", "FA", "I", "WP", "WF", and "AU".)
5. A student may not earn non-traditional credit (such as the CLEP) for earlier classes in a sequence when credits have already been earned in later courses; however, chairs may authorize the non-traditional credit in certain circumstances.
6. Credit awarded for approved standardized subject exams will not include grade points, will not affect the Grade Point Average (GPA) and may not be used to meet residency requirements. A minimum score, which must be equivalent to a grade of "C" or higher, is required to receive credit for any approved standardized exam. The minimum score will be indicated on the approval form.
7. New and current degree-seeking undergraduate students at CSU may receive a maximum of thirty credit hours for any type of approved subject exams (see Policy R-5 for restrictions).



# STANDARDIZED SUBJECT EXAMINATION REQUEST FORM

SEE REVERSE SIDE FOR RULES AND REGULATIONS BEFORE COMPLETING FORM

### SECTION 1: Student Completes

Name \_\_\_\_\_ CSU I.D. Number \_\_\_\_\_  
Last First Middle

Local Address \_\_\_\_\_  
Street City Zip

Local Telephone \_\_\_\_\_ Major/Minor \_\_\_\_\_

Circle Type of Exam: CLEP SUBJECT DANTES SUBJECT OTHER\*

If you circled "OTHER," give type: \_\_\_\_\_

Name of Subject Exam \_\_\_\_\_

Student Signature \_\_\_\_\_

### SECTION 2: Student's Advisor and Department Chairperson of Subject Area Completes

Student's Advisor must complete the following:

Advisor Name (print) \_\_\_\_\_

If the exam will count as the equivalent of a CSU catalog course, what course:

Dept. Code	Course Number	Course Title	Credit Hours

Circle how credit will apply: Major Minor Core Only General Elective

Advisor Signature \_\_\_\_\_

Department Chairperson of exam subject area must complete the following (or Registrar for General Elective Credit):

Is the exam approved for credit as indicated above by the student's advisor? \_\_\_\_\_

What is the minimum score the student must earn to receive credit? \_\_\_\_\_

Write the number of credit hours you will approve for this exam? \_\_\_\_\_

Comments: \_\_\_\_\_

Chairperson Signature: \_\_\_\_\_

### SECTION 3: Registrar Completes

Approved or Disapproved (circle one)

NOTES: \_\_\_\_\_

Registrar Signature \_\_\_\_\_

"Promoting Academic Excellence in a Christian Environment"