

ACADEMIC CENTER FOR EXCELLENCE (ACE) CLEP INFORMATION FOR FRESHMAN REGISTRATION WEEKEND

What is CLEP?

The College Level Examination Program (CLEP) maintains a nationally recognized battery of standardized tests that enables knowledgeable persons to earn college credit at participating institutions. The examinations are sponsored by the College Board.

Each CLEP subject exam is administered on a computer, in a multiple-choice format. There is a 90 minute time limit¹ and the exams are comparable to comprehensive college course finals.

CLEP Subject Exams and HU Credit

Exam	Credit Hours	HU Course
Biology	3	BI 111
Business Law, Introductory	3	See footnote 2.
Calculus	4	MA 171
Chemistry	3	CH 111
Composition Modular, College ¹	3	EN 121
Educational Psychology, Introductory	3	See footnote 2.
French, College ³	6	FR 111 & 121
or	12	FR 111, 121, 211 & 221
German, College ³	6	GM 111 & 121
or	12	GM 111, 121, 211 & 221
Government, American	3	PS 181
Human Growth & Development	3	PY 211
Information Systems	2	See footnote 4.
Literature, American	6	EN 311 & 321
Literature, Analyzing & Interpreting ¹	3	EN151
Literature, English	3	Non-catalog, upper division hours.
Macroeconomics, Principles of	3	EB 211
Management, Principles of	3	See footnote 2.
Marketing, Principles of	3	See footnote 2.
Microeconomics, Principles of	3	EB 212
Precalculus	4	MA141
Psychology, Introductory	3	PY 111
Sociology, Introductory	3	SO 111
Spanish, College ³	6	SN 111 & 121
or	12	SN 111, 121, 211 & 221
US History I: Colonization to 1877	3	HS 211
US History II: 1865 to Present	3	HS 212
Western Civilization I: to 1648	3	HS 115
Western Civilization II	3	HS 116

¹College Composition Modular and Analyzing and Interpreting Literature exams:

Students taking these exams for Huntington University credit must also pass the corresponding essay. **FRESHMEN may take the College Composition Modular exam in April, May or June.** They will be graded by HU English professors only after June 30th.

An exception to this June testing requirement for freshmen is made for high school seniors who take the AP *English Language and Composition* or *English Literature and Composition* exams. Those AP scores are mailed in July. Students who do not earn a 3, 4 or 5 on the AP exam may take the CLEP College Composition Modular exam in July.

Students may take the Analyzing and Interpreting Literature exam during July, October, January or April.

²Elective Credit. Does not fulfill the requirement for the major or minor.

³Either 6 or 12 credit hours will be awarded depending on the score received.

⁴Elective Credit. Does not fulfill core curriculum requirements.

NOTE: Huntington University does not award credit for any of the CLEP “general exams”: College Composition, College Mathematics, Humanities, Natural Sciences, or Social Sciences and History.

Eligibility requirements to receive Huntington University credits through CLEP testing

HU awards credit to students who score at or above the designated level. Cut off scores for each exam are printed in appendix 1 on the [ACE website](#).

National norms (the equivalent of a “C” range grade or above) are accepted for all exams, excluding selected Business and English exams. Students pursuing a CLEP exam for HU credit should closely examine the University catalog to be certain it will provide credit for the desired course.

Incoming freshmen and their parents often have questions about how the AP (Advanced Placement) and CLEP programs interface. Contact Sarah Harvey, Registrar, at (260) 359-4010 or sharvey@huntington.edu, for questions about AP. Further questions about CLEP may be directed to the CLEP director, Kris Chafin (contact information is provided at the end of this document).

CLEP exam dates

Students may schedule CLEP exams (except College Composition Modular and Analyzing & Interpreting Literature) throughout the calendar year.

In addition, there is an opportunity for incoming freshmen to take CLEP exams on Friday afternoon, April 21st and June 16th, as part of Freshman Registration Weekend.

Deadlines

Incoming freshmen should be mindful that Huntington University policy requires students to take Academic Writing and Research (EN 121) and the first Historical Perspectives course (HS 115) during the fall semester of the freshman year. Therefore, incoming freshmen who wish to earn credit for those courses via CLEP examinations must take the College Composition Modular¹ CLEP in June and Western Civilization I CLEP no later than August.

CLEP test registration process

Go to the [CLEP website](#). If you already have an account with the College Board (such as for taking the SAT), log in to your account. If you do not have an account you will need to create one. CLEP requires students to pay the \$80 testing fee on the website with a credit card.

After you have registered and paid for the test, print the **CLEP Exam Registration Ticket**. Bring that with you to the Science Hall on the day of testing, along with a picture identification card (driver’s license) and the \$20 HU administration fee.

General information

Calculators are built into the computer testing program for the Calculus, Precalculus, and Chemistry exams. No other aids, such as books, notes, spell checker, slide rule or dictionary are permitted for any exam. Students with disabilities who require accommodations should notify the CLEP director.

The only CLEP exam that students may take to fulfill the core curriculum math requirement is Calculus. Realistically, just a few students find this to be an appropriate option. (For example, students passing the Precalculus exam will earn credit for MA 141, but are still required to take an HU core curriculum math course OR the math course(s) required for the major.) Please contact the CLEP director with any questions regarding this issue.

After registering for a CLEP exam, please contact the CLEP director by phone or email to schedule an appointment to take the test. A written or email confirmation will be sent. The \$20 HU administration fee is due on testing day.

The total cost of *most* CLEP exams is \$100. (There is an additional \$10 charge for the essays required for the College Composition Modular and Analyzing and Interpreting Literature exams. Please note that the cost may rise on July 1st because of a CLEP fee increase.) There is no waiver for these fees; nor can they be covered by financial aid.

Preparation

Individuals who intend to take a CLEP exam are advised to review the *CLEP Official Study Guide*, which contains sample test questions, suggested study resources, and other valuable information for each exam. The *Guide* should be available at test center libraries, as well as at many high school and public libraries. In addition, Individual Subject Guides may be ordered from the CLEP website. For additional information about CLEP testing resources, visit store.collegeboard.org.

Awarding credit

As soon as a student completes a CLEP exam, s/he may view the score if Huntington University is identified as the score recipient. An unofficial copy of the score report will be printed for the student. About two to three weeks after students take the exams, CLEP mails the official score transcripts to HU. After confirming that the student passed, the CLEP director instructs the Registrar to post the appropriate credit on the official HU transcript of current students or HU graduates. Otherwise, credit is held in the Registrar's office until the student begins taking classes. For the typical HU freshman, the credit is placed on the transcript sometime during the fall semester.

Taking CLEP exams on other campuses

Huntington University students may take CLEP exams at any other college or university which is identified as an "open" test center. If students select Huntington University as the test score recipient, then HU will receive the CLEP transcript (the official score report). However, students who select this option are urged to exercise great caution because testing staff at other institutions are not familiar with the details of HU's credit granting policy. Several students over the years have taken the wrong exam (i.e., College Composition rather than College Composition Modular) and consequently, did not earn credit for EN 121. **Any student who plans to take an exam at another test center should check with the HU CLEP director first to be certain to register for the correct exam.**

Regarding testing on April 21st or June 16th

Freshmen are not required to take a CLEP exam during Registration Weekend (or any other time), but may do so if they wish.

The exams are available on a "first-registered and paid/first-served" basis, so it is possible that incoming freshmen may not be able to take any exams on April 21st or June 16th unless they register early. (CLEP exams are available only on a computer and there are a limited number of computers per session.) Two testing sessions are offered both afternoons. All exams except College Composition Modular will also be available on campus in July.

Students may register to take one or two exams on April 21st or June 16th. However, students taking the **College Composition Modular** CLEP exam will be occupied during both testing sessions, as the required essay takes an additional 70 minutes.

Students taking a 1:00 p.m. CLEP exam on April 21st or June 16th will be asked to *report to the lounge area outside room 165 of the Science Hall no later than 12:50 p.m. INDIANA TIME*, and by 2:50 p.m. for the session beginning at 3:00 p.m. (Note: Indiana observes *Daylight Savings Time*.) The CLEP exams will begin promptly at 1:00 p.m. and 3:00 p.m. Because of demand and computer limitations, we cannot permit any students to start late. Confirmations specifying which session each student is assigned to will be sent beginning the week of April 10th for the April testing, and the week of May 22nd for June testing.

The maximum testing time for all CLEP multiple choice exams is 90 minutes. Additional time is required to get started, so a student taking an exam at 1:00 p.m. should be finished before 3:00 p.m. Furthermore, students should complete an exam beginning at 3:00 p.m. by approximately 4:45 p.m. A long break is not scheduled between the sessions. So, if students are taking two exams, or College Composition Modular, they may wish to bring a nutritious snack to eat in the brief interval between the sessions.

The **deadline** to notify the CLEP director of the intent to take a CLEP exam on April 21st is 5:00 p.m. on Monday, April 17th. However, it is possible that all the testing slots will be taken before then.

For the June 16th testing the deadline is 5:00 p.m. on Monday, June 12th.

Other ACE resources

The Academic Center for Excellence, located in Loew-Brenn Hall, provides academic support to students in individual or small group settings. ACE staff coordinate **peer tutoring** with trained peer tutors in many Huntington University courses.

The **Writing Center** is open to students who wish to improve their writing skills. English tutors provide personal assistance in learning to express ideas effectively. This includes brainstorming, organizing a project, editing compositions, and improving grammar, punctuation, and spelling. Hours are posted each semester.

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as amended, the University will make reasonable **accommodations for students with disabilities**. Any student who has a psychiatric, learning, orthopedic, sensory, or other disability that substantially limits one or more major life activities and who would benefit from accommodations should contact the ACE director.

For more information, please contact:

Mrs. Kris Chafin
Director of Learning Assistance/CLEP Director
Huntington University
2303 College Ave.
Huntington, IN 46750
(260) 359-4290
kchafin@huntington.edu