Office (229) 430-4638
Fax (229) 430-2953

Office of Academic Services and Registrar
504 College Drive ACAD Bldg., Room 283
Albany, GA 31705

CREDIT BY EXAMINATION

Procedures for Applying to take College Level Examination Program (CLEP)

1. **Obtain a request to take Credit by Examination from the Office of Academic Services and Registrar.**

2. **Confer with academic advisor about the CLEP test(s) you want to take.**

3. **Complete request to take credit by examination and have it signed by advisor and departmental chairperson.**

4. **Take signed form to the Office of Academic Services and Registrar for approval.**

5. **Take copy of approved request and obtain an application and registration form for the CLEP in the Testing Center, ACAD Building Room 195. Be sure to place the Albany State University code, 5004, in the space where the scores are to be sent.**

6. **CLEP Exam Fees: The fee for each CLEP Exam is $80. If you are taking an exam with an optional essay, there is an additional $10 fee payable to your test center at least 7-10 days before the exam. A separate payment is required for each CLEP exam. You must pay an additional $10 fee to the Testing Center at least 7-10 days before your exam.**

7. **Candidates may not repeat an examination within the six-month period, the administration will be considered invalid, the score will be canceled and any test fees will be forfeited.**

8. **Students who have received a deficient grade in a course at Albany State University will not be permitted to CLEP the course.**

Note: Allow four to six weeks after test(s) for results to be processed. You should receive an evaluation sheet letting you know whether you have passed the test(s). If you have not received CLEP evaluation in ten days after you receive your results, please contact the Office of Academic Services and Registrar.

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University System of Georgia

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Request to take Credit by Examination CLEP

NAME: _____ RAM ID# _____

ADDRESS: _____

MAJOR: _____ CLASIFICATION: _____

TELEPHONE: HOME_____ CELL _____

GPA: _____ Semester and year you plan to take test _____

CLEP Test(s)	Credit Hours	Approved Course(s)	Credit Hours
_____		_____	
_____		_____	
_____		_____	

Reason for request

_____

_____

NOTE: The maximum number of hours accepted from Credit by Examination is 30 hours. Total hours of credit by examination, transient and transfer should not exceed 90 hours.

Before processing this form, the advisor and departmental chairperson should review the student's record to be sure that the student is eligible to take the examination requested. Advisor and chairperson should approve request prior to consideration by the Registrar.

ACTION ON REQUEST

APPROVED	**NOT APPROVED**		
_____	_____	_____ Advisor	_____ Date
_____	_____	_____ Chairperson	_____ Date
_____	_____	_____ Dean for Academic Services and Registrar	_____ Date