



## CREDIT BY EXAM INFORMATION

- ❖ Obtain the request form from either the Office of the Registrar, the Testing Center, or print a copy below.
- ❖ Confer with the academic advisor about the CLEP exam(s) you want to take.
- ❖ Advisor and departmental chair must approve and sign the form verifying that the requested CLEP exam(s) credits are needed for their degree program.
- ❖ Signed form is submitted to the Office of the Registrar for second approval. It is preferred that all signed forms be emailed to [registrar@asurams.edu](mailto:registrar@asurams.edu)
- ❖ The Office of the Registrar will email a copy of the form with all approvals to the student's ASU email account and to the Testing Center office.
- ❖ Student will contact the Testing Center office once they receive the approved form to schedule their test date. Testing may be contacted at: 229-500-2921, [asutesting@asurams.edu](mailto:asutesting@asurams.edu), or visit at 2400 Gillionville Road, Bldg. G-101, Albany, Georgia 31707. Make sure to take a copy of the approved form to the Testing Center on the day of the exam. Make sure to use ASU's school code, 5026, as the score recipient.
- ❖ To register and pay for a CLEP exam go to <https://clep.collegeboard.org/>.
- ❖ Click on the link for additional information:  
<https://www.asurams.edu/enrollment-management/testing-center/clep/index.php>
- ❖ Candidate may not repeat an examination within the three-month period. The administration will be considered invalid and the score will be canceled. Any test fees will be forfeited.
- ❖ Students who have received a deficient grade in a course at ASU will not be permitted to CLEP the course.
- ❖ The maximum number of hours accepted from Credit by Exam is 30 hours. Total hours of credit by exam, transient and transfer should not exceed 30 hours for a bachelor's degree and 18 hours of an associate's degree.

*Note: Allow 4-6 weeks for test results to be processed. You should receive an evaluation sheet letting you know whether you have passed the test(s). If passed, CLEP credit will be awarded to the students account and will show on banner web as transfer credit with a grade of K. Please allow up to 10 days once you receive the results for the transfer credits to be added to the student's record.*

**The CLEP Request Form is below.**

## Request to take CREDIT by Examination (CLEP)

Name: \_\_\_\_\_ Ram ID: 900-\_\_\_\_\_

\_\_\_\_\_  
 Street Number                      Street Name                      Apartment #

\_\_\_\_\_  
 City                      State                      Zip Code                      Phone Number

Semester and year you plan to take the test (*Circle One*): Spring   Summer   Fall   Year \_\_\_\_\_

Name of CLEP Test	Approved Course Equivalency	Credit Hours

Reason for request: \_\_\_\_\_  
 \_\_\_\_\_

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

**Approved**

**Not Approved**

\_\_\_\_\_  
Advisor                      Date

\_\_\_\_\_  
Chairperson                      Date

\_\_\_\_\_  
Registrar                      Date

ASU Ram Central  
 2400 Gillionville Rd., Bldg. C  
 Albany, GA 31707  
 229.500.4358

**Email form with the advisor's signature and the chairperson's signature to registrar@asurams.edu.**