

## **PALO ALTO COLLEGE COLLEGE PROCEDURE**

Procedure Number: S 7.4  
Procedure Title: College Credit Obtained by College Level  
Examination Program (CLEP)  
Originating Unit: Assessment/Testing Center  
Maintenance Unit: Vice President of Student Success  
Vice President of Academic Success

- I. Purpose: To facilitate the awarding of college credits for students successfully passing the College Level Examination Program (CLEP). Students are encouraged to check with their transfer educational institution to find out what their credit by exam policies and procedures are and the minimum score needed to earn credit.

Transcripted credit earned via credit by exam by students transferring to Palo Alto College will be evaluated for transfer eligibility in the same manner as other traditional course credit. Credit by exam is accepted as “credit only” (CR) and does not affect students’ cumulative GPA.

- II. Procedure Statement:

Palo Alto College will grant a total of 45 semester credit hours from non-course based means. Based upon results of the PAC CLEP Credit-Granting scores and Semester Hour Recommendations guide, it will determine the credits earned. A minimum of six (6) hours of college-level credits must be earned at any of the colleges in the Alamo Colleges District before the credit for successful completion of the AP exams are awarded.

### A. Preparing for CLEP

1. Prior to registering through the College Board’s testing center, the student is encouraged to review the PAC CLEP handout that is available at the Testing Center. A list of Subject exams accepted for credit is included in the PAC catalog.
2. Prior to testing, the student will complete the online CLEP registration process at <http://clep.collegeboard.org> through College Board and pay an administrative fee to College Board. This fee may be refunded from College Board within a 7-day period after payment has been made. The fee is payable to CLEP and is subject to change by College Board.
3. In addition, student pays a non-refundable administrative fee due to PAC via virtual business office.
4. Once payment is complete, student must schedule for an online appointment through PAC Testing Center.
5. The CLEP Exam Registration Ticket is only valid for 6 months after purchase.

#### B. Test Administration

1. On test day, student will arrive to Testing Center and sign in at the front desk with a state-issued photo ID, Banner student ID number or social security number, CLEP payment ticket, and PAC administrative fee receipt.
2. Once student is checked in, the proctor will escort student and ensure that all unapproved materials are placed in a locker provided by the Testing Center.
3. Once inside the test room, ticket and approved photo ID are rechecked and ticket information is input to CLEP system, a seat is assigned by the system.
4. Instructions are provided by the proctor and the 90-minute test begins.
5. After the test, the student is asked to complete a student satisfaction survey, remove personal belongings from their locker, and wait for results to be printed and issued that same day.

#### C. Posting CLEP Credit administered by PAC or another institution

1. Official score report is mailed to PAC Testing Center approximately 4 weeks after testing.
  - a. Only those students requesting score reports to be sent to PAC will be sent by College Board.
2. PAC requires that students have successfully completed at least 6 hours of course credit.
  - a. Hours are verified upon receipt of scores.
3. The form is annotated to identify what credit will be given and taken to Admissions and Records (A&R) for Banner Document Management (BDM) input.
4. Additionally, all information submitted to A&R is placed on an excel spreadsheet created and is maintained by the Testing Center as backup.
  - a. Student name, banner, semester to grant course, and hours for each course they have passed are noted on the spreadsheet.
5. A footprint and the excel spreadsheet is submitted to the Center for Student Information (CSI) who will post the CLEP credit to the individual's student record.
6. Credit for qualifying CLEP scores is recorded on the student's permanent record (transcript) as transfer credit with a grade of CR.

#### D. CLEP Limitations

1. CLEP credit cannot replace equivalent course work completed within a grade of C or higher.
2. Student must wait 90 days to retest CLEP in the same subject.
3. Students may not take CLEP during the semester that the course is taken, unless the course is dropped prior to census day.
4. CLEP credit will not be posted to the transcript if college credit has been earned (Example: student earns a grade for SPAN 1411 and receives a score of 63 in CLEP, student receives 10 credit hours instead of 14 and a statement of credit hours honored is made in SPACMNT).

- E. PAC will support the award of credit for CLEP. However, based on American Council on Education (ACE) recommendations, respective Academic Departments are responsible for identifying the courses to receive credit and cut-off scores.
- F. The PAC Curriculum Committee will review every February the CLEP Credit-Granting Scores and Semester Hour Recommendations list and the respective discipline faculty recommendations annually in February for continued approval of transfer credit

Created: October 10, 2017

Approved: September 10, 2019

Approved: (signed: Dr. Robert Garza)  
President