

College Level Examination Program (CLEP)

Overview

The College Level Examination Program (CLEP) is designed to assist students in reaching their academic goals by gaining college credit for knowledge acquired in previous non-credit studies or outside a traditional classroom setting. CLEP exams are published and scored by the College Board.

UIC CLEP Policy

UIC may award credit on the basis of scores earned on the CLEP. A maximum of 30 semester hours of credit on the basis of CLEP examination scores may be applied toward degree requirements. Examinations may provide credit if approved by the appropriate college and department. Prior written approval from the college and, where appropriate, the relevant department is required. Individual colleges may limit credit allowed. Students should consult their college and/or department for permission and required scores before taking any CLEP examination. The exam must be administered by the UIC Office of Testing Services. Exam scores from other institutions are not accepted.¹

The College of Liberal Arts and Sciences requires a minimum score of 65 for all examinations. CLEP credits are not accepted for foreign language courses.²

The College of Business Administration requires a minimum score of 65. The CBA does not accept CLEP for English composition or foreign language credit.

How to register for CLEP

Students already enrolled at UIC should begin, in most cases, by consulting with an academic advisor to find out which, if any, CLEP exams they may be eligible to take. Though it is not an absolute requirement, you are strongly advised to obtain credit authorization *before* taking your CLEP exam(s), so that you do not waste valuable time, effort, and money on an exam for which you may not be able to obtain UIC credit. We will be happy to administer any CLEP exam, for which you are properly registered, but we cannot forward your score report(s) to the proper office without your completed Credit Authorization form(s), and there will be no refund of your fees if you later find out that you cannot obtain UIC credit.

We will keep your original Credit Authorization forms in our files. When your CLEP scores arrive, we will forward them to the authorizing official named on your form, along with a copy of the Credit Authorization form itself. We will also keep copies of the score report for our records. The actual posting of credit is done by the Office of Admissions and Records after a

¹ http://www.uic.edu/depts/oar/undergrad/advanced_placement.html

formal recommendation for credit is sent from the relevant College or departmental office -- inquiries regarding this process should be directed to the appropriate College or departmental office.

If you are trying to meet any sort of deadline for the posting of credit, be sure to make the official authorizing your CLEP credit aware of this at the time the form is completed.

Testing Fees and Appointments

Please return the original signed Credit Authorization form to the Office of Testing Services prior to scheduling an appointment. The cost to proctor the CLEP exam is \$25.00 for currently enrolled UIC students and is payable by check or money order on the day of testing. The CLEP testing fee of \$80.00 must be paid by using the MY ACCOUNT feature on the CLEP website. The pre-paid voucher must be presented on the day of testing. Appointments are available Monday through Friday between 9a.m. and 2p.m. (2p.m. being the latest time that you can schedule an exam). Under special circumstances and depending on the time required to take the exam, we will do our best to make special accommodations.

For more information, please call (312) 996-0919 or send an email to testing@uic.edu



Office of Testing Services



Questions about CLEP?
Call Testing Services at (312) 996-0919

To be completed by the student:

Last Name: _____ First Name: _____

UIN: _____ UIC College: _____

e-mail address: _____ daytime phone: _____

To be completed by the Authorizing UIC Official:

Name: _____ College/Dept: _____

Title: _____ Mail Code: _____

Phone: _____ e-mail: _____

*Please specify on the reverse side of this form which CLEP exam(s)
the above-named student is authorized to take*

Note: When the CLEP score report arrives on campus, it will be directed to the official named above for final review and processing. If the score report should be directed to someone other than the official named above for processing, please specify the name and contact information for that person below:

Alternate score report recipient: _____ Coll/dept: _____

Title: _____ Mail code: _____

To the Authorizing Official: Please indicate below all CLEP exams this student is authorized to take, the minimum score required for each, and the number of (See the CLEP handout, "What Your CLEP Score Means" for scoring information, and percentile equivalents.)

Test Title	Required Score	Hours of Credit	Test Title	Required Score	Hours of Credit
American Government	_____	_____	Humanities	_____	_____
American Literature	_____	_____	Information Systems & Computer Applications	_____	_____
Analyzing & Interpreting Literature	_____	_____	Introduction to Educational Psychology	_____	_____
Biology	_____	_____	Introductory Business Law	_____	_____
Calculus	_____	_____	Introductory Psychology	_____	_____
Chemistry	_____	_____	Introductory Sociology	_____	_____
College Algebra	_____	_____	Natural Sciences	_____	_____
*College Composition	_____	_____	Pre-Calculus	_____	_____
*College Composition Modular	_____	_____	Principles of Macroeconomics	_____	_____
College Mathematics	_____	_____	Principles of Management	_____	_____
English Literature	_____	_____	Principles of Marketing	_____	_____
Financial Accounting	_____	_____	Principles of Microeconomics	_____	_____
*French	_____	_____	Social Sciences and History	_____	_____
*German	_____	_____	*Spanish	_____	_____
History of the U.S. I -- Colonization to 1877	_____	_____	Western Civilization I - Ancient Near East to 1648	_____	_____
History of the U.S. II -- 1865 to present	_____	_____	Western Civilization II - 1648 to present	_____	_____
Human Growth and Development	_____	_____			

*Credit is not accepted by some UIC Academic Departments

To be read, and signed by the Authorizing Official: I authorize the student named on the front of this form to take the exams indicated above, and I agree to take the necessary steps to insure that the appropriate credit is posted to the student's UIC transcript when I receive his/her score report.

Signed: _____ Date: _____