

## **Policies and Procedures- CLEP**

Students currently enrolled at California Lutheran University may earn credit for a specific requirement by taking a CLEP exam offered by CLU. Tests are offered on a case-by-case basis and will only be offered to a student who has NOT taken the class in any form previously. You should contact the professor of the class or the department chair to discuss testing options if you are unsure. **Students may only take ONE exam per test date.**

### **Accommodations for Disability Related Needs:**

Students needing accommodations for disability-related needs must be registered with the Accessibility Resource Program (ARP), and need to contact the CLEP coordinator to discuss accommodations.

Students requesting accommodations for CLEP must also contact the ARP coordinator at least one (1) month prior to the exam date he or she is registered for, to ensure that appropriate arrangements can be made.

Please contact Wendy Perkins, Accessibility Resource Coordinator, at [wperkins@callutheran.edu](mailto:wperkins@callutheran.edu) or 805.493.3878.

### **Refund/Cancellation Policy:**

There will be **no refunds**.

If a student cancels the scheduled CLEP exam at least 48 hours in advance, the registration fee may be applied to another available date in the future. The fee can only be carried over once.

If a student cancels within the 48 hours before an exam, the registration fee is forfeited.

### **CLU Employees:**

As of June 30, 2011 current employees of the University will only receive a Registration Fee Waiver for his/her FIRST CLEP EXAM of the academic year. You must contact the CLEP administrator in order to process this waiver request and secure a spot for the designated CLEP exam.

### **Late Policy:**

Students are responsible for being on time. If a student is more than 10 minutes late, his/her seat and registration fee may be forfeited.

### **Wait-list Policy:**

Students may opt to be on a wait-list for a specific date that has already been filled. He/she must contact the CLEP Coordinator directly, in order to be added to the list.

If a spot opens up for an exam, students on the wait-list will be contacted by the order they are listed. There is no guarantee that a spot will open, but students should be prepared for the exam on the date they requested.

**Test Format:**

All CLEP examinations are computer-based. Candidates may familiarize themselves with the computer process AND the questions for their particular tests at the CLEP website: [www.collegeboard.com/clep](http://www.collegeboard.com/clep).

**Identification:**

When you report for your test, you must bring:

**Current, valid ID** with name, photograph, and signature (drivers license, passport or college student ID)  
Credit card, personal check or money order payable to CLEP (no cash will be accepted)

**Forbidden Items:**

A calculator (a calculator function is included in the software for tests that allow one)  
Dictionaries, books, pamphlets  
Paper of any kind (scratch paper will be provided to you)  
Slide rules, protractor, compasses, rulers  
Cellular phone  
Listening devices  
Non-medical electronic devices (laptop computers, digital assistants, etc.)

**California Lutheran University will not be responsible for the safety of personal items left unattended during a test. Leave all prohibited items outside the test building.**

**Candidate Misconduct:**

The testing administrator reserves the right to excuse candidates from the testing facility.

A report will be filed with CLEP for anyone found using testing aids during the examination and that person may be excused from completing the examination. Tampering with the computer or using it for any other purpose than the CLEP test is also considered misconduct.

**Re-Testing:**

If a student does not pass the exam, he/she may re-take the SAME exam after 6 months.

Students may take a different exam at any time, providing space is available and the new registration fee has been paid.

**It is the student's responsibility to keep track of test titles and dates taken.**