

## **Policies and Procedures**

Students currently enrolled at California Lutheran University may earn credit towards their degree by taking a CLEP exam. 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.**

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

There are **no refunds**.

If a student cancels the scheduled CLEP exam at least 48 hours in advance during business hours (Monday-Friday 8:30am-5:00pm), 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.

### **Cal Lutheran 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 test center administrator in order to process this waiver request and secure a spot for the designated CLEP exam.

### **Late Policy:**

Candidates are responsible for being on time and it is recommended to arrive for the exam at least 15 minutes in advance.

If a candidate is 10 minutes late, his/her seat and registration fee will be forfeited.

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

Candidates may choose to be on a wait-list for a specific date that has already been filled. He/she must contact the CLEP testing center administrator directly in order to be added to the list.

The wait list is no guarantee that a spot will be reserved for the requested date and walk-ins are not accepted. Please visit <http://clep.collegeboard.org/search/test-centers> to view other options for testing locations near you.

### **Test Format:**

All CLEP exams 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).

### **Candidate Misconduct:**

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

Candidates involved in any misconduct will be asked to terminate their examination and leave the testing room. These candidates may not return to the testing room, and their examination scores will be canceled. Tampering with the computer or using it for any other purpose than the CLEP test is also considered misconduct.