

Request to Take CLEP Exam for Credit

NOTE: Permission to take CLEP exams for CNU credit is available for degree-seeking students and is only granted when this form has been completed, policies have been followed, and all approving signatures have been obtained.

INSTRUCTIONS

If you are taking a CLEP exam through the College Board with the intent of receiving college credit at CNU, you must first thoroughly review the University's Policy for CLEP and Procedures for Course Challenges available online.

Step 1: Read this form carefully, completing all information, and signing to acknowledge your adherence to the stated University policies.

Step 2: Return completed form to the Office of the Registrar.

Step 3: Approval is not granted until all sections of this form and approving signatures are obtained.

Note: In some cases, you may be required to provide a [catalog description and/or syllabus](#) for the requested exam. You must obtain the minimum acceptable score detailed in the Policy for CLEP (referenced above) and you may not present a CLEP exam for credit if you have already taken the course at CNU or elsewhere and transferred the credit to CNU. You will be expected to following all guidelines provided in the Policy for CLEP before CNU credit will be awarded for this exam.

This form must be completed and approved by the Office of the Registrar prior to your enrolling in the courses below.

Students should not assume approval.

Student Name (Printed)		CNU ID Number		CNU Email Address		Cell Phone Number	
Residence Hall or Local Phone Number		Street Address <small>(Residence Hall or Local)</small>		City <small>(Residence Hall or Local)</small>		State <small>(Residence Hall or Local)</small>	
						Zip <small>(Residence Hall or Local)</small>	
Anticipated Graduation Date		Anticipated Degree		Major		Concentration <small>(if applicable)</small>	

CLEP Exam Information					
Term and Year of Enrollment Requesting Permission: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer ____ Year			Name and Location of Testing Center:		
Start Date of Testing Center: _____					
CLEP Exam(s) Requested					
CLEP Testing Center			CNU Equivalent <small>(To be completed by Office of the Registrar)</small>		
Subject	Exam Number	Exam Title	Subject	Course Number	Credit Hrs

- Permission to take courses elsewhere is a privilege that the University grants to degree-seeking students.
- Courses completed at CNU with a grade of "D", "F" or "UI" cannot be repeated via a CLEP exam for purposes of transferring the credit to CNU.
- A maximum of 92 semester hours of transfer credit (which also includes credit earned via a CLEP exam) can be applied toward a CNU degree, which includes a maximum of 66 semester hours of transfer credit from a junior or public community college.
- Approval granted does not constitute a waiver of any university requirements. Students should not assume that approval has been granted until they have received a signed, approved copy of this form along with a letter of instruction and approval. Students are responsible for being familiar with the Undergraduate Catalog and the Policy for CLEP and Procedures for Course Challenges and complying with academic policies and graduation requirements.
- Grades for credit earned via a CLEP exam will be recorded with a "T" indicating a passing grade; credit will count toward graduation but will not be computed in the grade point average (GPA).

By signing, I am certifying that I have read the information above and understand the limitations of taking a CLEP exam for credit at CNU as stated. I am not currently on academic suspension. I understand that any falsification on this request will invalidate any and all approvals granted, and no transfer credits will be awarded. In addition, I understand that a minimum of 45 credit hours must be completed at CNU and 30 of the last 36 credit hours, including the last 12 credit hours within the major field, must be completed in residence at CNU.

Student's Signature _____ Date: _____

Office of the Registrar Processing and Approval				
Equivalent to be Assigned by Academic Dept: <input type="checkbox"/> Yes <input type="checkbox"/> No	Student's Academic Standing: <input type="checkbox"/> Eligible for Permission <input type="checkbox"/> Ineligible for Permission Cum GPA: _____	Residency Requirement Met? <input type="checkbox"/> Yes <input type="checkbox"/> No	Compliant with Repeat Policy: <input type="checkbox"/> Yes <input type="checkbox"/> No	Processed by: _____
Academic Dept and Date: _____			Student Class: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR	Date Processing Completed: _____
Date Equivalent Received from Aca Dept: _____	SACS Accreditation: <input type="checkbox"/> Yes <input type="checkbox"/> No AACSB Accreditation: <input type="checkbox"/> Yes <input type="checkbox"/> No		Intent to Graduate Form on file: <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Term: _____
Registrar Approval: _____			Date: _____	
Registrar Denial: _____			Date: _____	
Reason for Denial: _____				