



CLEP® on Your Campus

With CLEP®, students can advance to more challenging courses, meet graduation requirements, or overcome financial challenges and stay enrolled. Here's how to help them get started.

STEP 1: KNOW YOUR INSTITUTION'S CLEP POLICY.

Before talking to students, see how many of these questions you can answer:

- ▶ Which CLEP exams does your institution recognize for credit?
- ▶ What is the minimum score required to earn credit for each exam?
- ▶ How much credit is granted for each exam?
- ▶ Are there any conditions or prerequisites set by your college for students to earn credit through CLEP?
- ▶ What is the course equivalent for each exam?
- ▶ Is your CLEP policy available in written form, e.g., in a brochure or flyer?
- ▶ Is your CLEP policy included in your college catalog, website, or other recruitment literature?
- ▶ Is your institution a CLEP test center? If so, what is the testing schedule? What is your CLEP test administration fee?
- ▶ If your institution is not a CLEP test center, do you know where the closest test centers are located? Visit the [CLEP test center search](#) to find a center.

If you don't know the answers to these questions, find out more from the department on your campus that handles [CLEP testing or credit policies](#).

STEP 2: ESTABLISH CAMPUS CLEP ADVOCATES.

Ensuring that students get timely and accurate information about credit-by-examination options, including CLEP, requires the collaboration of faculty and staff in various departments.

- ▶ Share the benefits of CLEP with department chairs, deans, faculty, academic advisers, continuing education advisers, international student advisers, veteran's resource center staff, admission officers, financial aid officers, registrars, and test center administrators.
- ▶ Encourage recruiters to share your CLEP policy.
 - Encourage recruiters to share information about your CLEP policy while visiting high schools or hosting on-campus open houses.
 - Include a copy of your institution's CLEP policy in the admission and orientation mailings to accepted applicants.

STEP 3: USE FREE RESOURCES AND KEY OPPORTUNITIES TO REACH STUDENTS.

Student orientation and academic advising sessions are great for reaching students who are just starting their academic planning or want to continue or complete their educational journey. Plan to:

- ▶ Distribute CLEP promotional materials at orientation in your information packets for new students.
- ▶ Hand out CLEP brochures and your institution's CLEP policy flyer in academic advising sessions (have materials readily available in your office resource center).

Order free CLEP brochures, posters, and more through the CLEP website:
clep.collegeboard.org/testing/clep/materials.