

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
ACADEMIC AFFAIRS  
SIP-3188**

**SUBJECT:** College-Level Examination Program (CLEP)

**REFERENCE:** West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 16, College-Level Examination Program

**ORIGINATION:** October 1, 1985

**EFFECTIVE:** October 14, 2010

**REVIEWED:** August 2010

**SECTION 1. PURPOSE**

1.1 To communicate college policy and procedure regarding College Level Examination program (CLEP).

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 All employees and students.

**SECTION 3. DEFINITIONS**

3.1 The College-Level Examination Program (CLEP) provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. CLEP examinations cover material that most students take as requirements in the first two years of college. CLEP examinations are College Board tests.

**SECTION 4. PROCEDURE**

4.1 Southern West Virginia Community and Technical College accepts/awards credit through participation in the College-Level Examination Program (CLEP). CLEP allows for the awarding of credit hours to students who have acquired knowledge through correspondence and extension courses, educational television, adult education programs, on-the-job training, independent study, and/or other non-traditional experiences.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 Credit shall be awarded only once to recognize mastery of course content. Credit shall not be awarded for equivalent courses in which students have already earned such credit through course work, CLEP, institutional challenge examinations, life experience, or other mechanisms.

**SECTION 6. GENERAL PROVISIONS**

6.1 CLEP Subject Area and General examinations are administered by the College's Student Services Unit.

- 6.2 A fee per exam is assessed by and payable to CLEP. A processing/proctoring fee will also be assessed and payable to Southern West Virginia Community and Technical College.
- 6.3 Subject Examinations — Students may be awarded credit for the successful completion of any or all of the CLEP Subject Examinations presently offered or developed in the future. They must achieve a score equal to or above the recommended score of the Commission on Educational Credit and Credentials of the American Council on Education for CLEP Exams current at the time the exam was taken. Credit shall be awarded in an amount not exceeding the number of semesters for which the examination was designed. A grade shall not be assigned, and the credit will not be included in the computation of the student's grade-point average. The institution shall equate the CLEP credit earned with existing course offerings. If no equivalent course is offered by the institution, the credit earned by CLEP examination shall be considered elective credit. Students shall not receive CLEP Subject Examination for credit equivalent courses in which they already earned credit.
- 6.4 General Examinations — Southern may award credits within the limits specified in West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 16, College-Level Examination Program.
- 6.5 A research component is required for all English tests. This component will be graded by a senior member or other faculty member of the English Department as assigned by the Department Chair for approval or non-approval; authorization also will appear by the signature of the Humanities Department Chair.
- 6.6 With the exception of students enrolled in the Board of Governors Associate in Applied Science Adult Degree Completion Program, students may CLEP no more than 50% of the total credits needed for graduation.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 Students interested in the CLEP examinations should contact the College's Student Services Unit.

## **SECTION 8. CANCELLATION**

- 8.1 None.

## **SECTION 9. REVIEW STATEMENT**

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

**Attachments:** None.

**Distribution:** All employees of Southern West Virginia Community and Technical College via [www.intranet.southernwv.edu](http://www.intranet.southernwv.edu)

**Revision Notes:** November 2010 — The policy SCP-3188 was rescinded by the Board of Governors to become a unit procedure on October 14, 2010.