**La Salle University CLEP Application Form**

(Submit a separate application for each CLEP test. Read back for instructions)

**THIS SECTION TO BE COMPLETED BY STUDENT:**

Last Name (Please Print)  
First Name  
M.I.  
Birthdate  

LaSalle I.D. #  
Date / /  
Student Signature: (Sign on day of exam)

Street Address  
City  
State  
Zip  
Phone

☐ Day  
☐ Evening  
☐ Active Armed Forces Member  
☐ Veteran  
☐ Need Testing Accommodations?  
[ ] Are you repeating the exam?  
☐ Yes  
☐ No

☐ Humanities (Humanities may be taken before or after achieving 30 college credits. (Select which course you would like credit for))  
Equiv. (ENG 2)  
☐ ART 160 OR HUM 940 – Score: 50 – 3 cr.

☐ Natural Sciences  
Equiv. (SCI 940) – Score: 50 – 3 cr.

☐ Social Sciences and History  
(User the course you would like credit for)  
Equiv. (HIS 940) – Score: 50 – 3 cr.

**Subject CLEP Exams:** (See website www.lasalle.edu/CLEP for exam descriptions and restrictions)

☐ American Government  
Equiv. (POL 151) – Score: 55 – 3 cr.

☐ French Language, College Level  
Equiv. (FRN 101 and 102) – Score: 50–61 – 6 cr.  
OR (FRN 201 and 202) – Score: 62–65 – 6 cr.

☐ Principles of Marketing  
Equiv. (BUS 204) – Score: 50 – 3 cr.

☐ American Literature  
Equiv. (ENG 267 and ENG 268) – Score: 50–60 – 6 cr.

☐ German Language, College Level  
Equiv. (GMN 101 and 102) – Score: 50–62 – 6 cr.  
OR (GMN 201 & 202) – Score: 63–65 – 6 cr.

☐ Principles of Macroeconomics  
Equiv. (ECN 150) – Score: 53 – 3 cr.

☐ Analyzing and Interpreting Literature  
Equiv. (ENG 150) – Score: 50–53 – 3 cr.

☐ History of the United States I  
Equiv. (HIS 300) – Score: 56 – 3 cr.

☐ Principles of Microeconomics  
Equiv. (ECN 201) – Score: 54 – 3 cr.

☐ Biology, General  
Equiv. (BIO 157 and BIO 158) – Score: 50–56 – 6 cr.

☐ History of the United States II  
Equiv. (HIS 305) – Score: 57 – 3 cr.

☐ Psychology, Introduction  
Equiv. (PSY 155) – Score: 50 – 3 cr.

☐ Calculus with Elementary Functions  
Equiv. (MTH 120) – Score: 50 – 4 cr.

☐ Human Growth and Development  
Equiv. (PSY 210) – Score: 50 – 3 cr.

☐ Sociology, Introduction  
Equiv. (SOC 150) – Score: 50 – 3 cr.

☐ Chemistry, General  
Equiv. (CHM 111 and CHM 112) – Score: 50 – 8 cr.

☐ Information Systems and Computer Applications  
Equiv. (CSC 151 OR CSIT 154 OR CSIT 152) – Score: 50 – 3 cr.

☐ Spanish Language, College Level  
Equiv. (SPN 101 and 102) – Score: 50–65 – 6 cr.  
OR (SPN 201 and 202) – Score: 66–69 – 6 cr.

☐ Educational Psychology, Introduction  
Equiv. (EDC 101) – Score: 50 – 3 cr.

☐ Introduction to Business Law  
Equiv. (BUS 303) – Score: 50 – 3 cr.

☐ Western Civilization I  
Equiv. (HIS 310) – Score: 57 – 3 cr.

☐ English Literature (British)  
Equiv. (ENG 246) – Score: 50 – 5 cr.

☐ Pre-calculus  
Equiv. (MTH 113) – Score: 50 – 4 cr.

☐ Western Civilization II  
Equiv. (HIS 311) – Score: 56 – 3 cr.

☐ Financial Accounting  
Equiv. (BUS 101 and BUS 207) – Score: 50 – 5 cr.

☐ Principles of Management  
Equiv. (BUS 203) – Score: 50 – 3 cr.

☐ General CLEP Exams:  
(These three exams are separate and distinct from the Subject exams and may be taken Before achieving 30 college credits. Humanities may be taken before or after achieving 30 college credits.)

☐ Humanities  
Equiv. (ENG 2)

☐ Natural Sciences  
Equiv. (SCI 940) – Score: 50 – 3 cr.

☐ Social Sciences and History  
Select the course you would like credit for

☐ French Language, College Level  
Equiv. (FRN 101 and 102) – Score: 50–61 – 6 cr.

☐ German Language, College Level  
Equiv. (GMN 101 and 102) – Score: 50–62 – 6 cr.

☐ History of the United States I  
Equiv. (HIS 300) – Score: 56 – 3 cr.

☐ History of the United States II  
Equiv. (HIS 305) – Score: 57 – 3 cr.

☐ Principles of Marketing  
Equiv. (BUS 204) – Score: 50 – 3 cr.

☐ Principles of Macroeconomics  
Equiv. (ECN 150) – Score: 53 – 3 cr.

☐ Principles of Microeconomics  
Equiv. (ECN 201) – Score: 54 – 3 cr.

☐ Psychology, Introduction  
Equiv. (PSY 155) – Score: 50 – 3 cr.

☐ Information Systems and Computer Applications  
Equiv. (CSC 151 OR CSIT 154 OR CSIT 152) – Score: 50 – 3 cr.

☐ Spanish Language, College Level  
Equiv. (SPN 101 and 102) – Score: 50–65 – 6 cr.

☐ Western Civilization I  
Equiv. (HIS 310) – Score: 57 – 3 cr.

☐ Western Civilization II  
Equiv. (HIS 311) – Score: 56 – 3 cr.

☐ Financial Accounting  
Equiv. (BUS 101 and BUS 207) – Score: 50 – 5 cr.

☐ Principles of Management  
Equiv. (BUS 203) – Score: 50 – 3 cr.

**THIS SECTION BELOW IS TO BE COMPLETED BY ACADEMIC ADVISER (EVENING) OR ASSISTANT DEAN (DAY)**

Restriction Approvals:
Students who fail a course either at La Salle or another college cannot take that same courses CLEP exam. _____ (initial)
Students who withdraw from a course either at La Salle or another college cannot take that same course's CLEP Exam. _____ (initial)
Students who have a receive a passing grade or “D” or better in a course at La Salle or another college cannot take that same courses CLEP exam ______ (initial)

Approval Signature: Assistant Dean (Day Students)/Academic Adviser (Evening Students)

**CLEP Examination Deadlines:** Please be mindful of the following deadline dates to ensure that the CLEP credits are posted in a particular semester.

November 15 – Fall Semester  
April 15 – Spring Semester  
July 15 – Summer Semester

Any CLEP exam taken after these dates will be counted toward the following semester’s course work.  
If these deadlines are not met, graduation will be postponed to the next conferral date.
FOLLOW THE STEPS BELOW TO TAKE A CLEP EXAMINATION:

Step 1. Complete a CLEP Application form and obtain the appropriate signature of approval on the CLEP Application form(s). (Academic Adviser’s signature of approval is required for Evening students and Assistant Dean’s signature of approval is required for Day students). CLEP Applications will remain on file for six (6) months. After six months, you must submit a new CLEP application. A separate CLEP Application must be submitted for each CLEP Examination you wish to take.

Step 2. Submit the completed and approved CLEP Application form to the College of Professional and Continuing Studies Department via fax 215-951-1960 or in person in the Medical Office Building, Suite 112 (on West Campus – Chew Ave. & Penn Blvd. - Main Campus)

Step 3. Schedule an appointment to take the CLEP Examination by calling 215-951-1017. If you are not taking the CLEP Examination at La Salle University, you must contact the CLEP Testing Center in which you wish to take the CLEP Examination. Other CLEP Testing Center locations can be found on http://clep.collegeboard.org/. If you take the CLEP Examination elsewhere, during the test, make sure you select La Salle University School Code 2363 to send your CLEP Test Scores to La Salle for credit posting.

Step 4. Before the day of your scheduled CLEP Examination, you must visit the College Board’s CLEP website to set-up a “STUDENT ACCOUNT”, via this link: https://account.collegeboard.org/iamweb/smartRegister?applid=274&DURL=https://clepportal.collegeboard.org/clepcand/home/dashboard.action. Enter the information requested and Pay the $80.00 CLEP Examination Fee by Credit Card only through “STUDENT ACCOUNT” set-up. You will only need to set-up a “STUDENT ACCOUNT” one-time. Remember your username and password that you set-up, so that you will be able to access it again to pay for additional CLEP Examinations taken and/or to view your CLEP Exam payment. CLEP Examination Payments will remain active for six (6) months. If you do not take the CLEP Examination in the six month time frame, you will have to repay to take the CLEP Examination. If you pay for a CLEP Examination in which you do not take, you will need to contact the College Board at clep@collegeboard.org or 800-257-9558 for a Refund.

Step 5. After you have paid to take the CLEP Examination via the College Board’s website, PRINT out your “REGISTRATION TICKET” and bring it with you to the CLEP Testing Center on the day of your scheduled CLEP Examination. The “registration ticket” will be used to identify your CLEP Examination payment when you take the CLEP Examination. The CLEP Test Administrator will need your registration ticket to be able to administer the CLEP Examination.

Step 6. On the day of your scheduled CLEP Examination, bring the following items with you to the CLEP Testing Center:

- Two forms of Photo ID (1 Primary: Government Issued ID, 1 Secondary: Passport, Student ID)
- Your Printed “Registration Ticket” verifying that you have already paid to take the CLEP Examination
- Acceptable payments by check, money order (payable to: La Salle University) or exact cash only in the amount of $15.00 for the CLEP Administration Fee.

Upon obtaining a Passing Score on the CLEP Examination and La Salle’s receipt of the Official CLEP Transcript from the College Board, a CLEP Invoice will be e-mailed to your La Salle e-mail address with instructions on how to pay for the CLEP credits to be posted to your La Salle transcript. Receipt of the Official CLEP Transcript usually takes approximately two weeks.

Upon receipt of the e-mailed CLEP Invoice, please be prepared to Pay the CLEP Posting Fee of $25.00 per credit to the Office of Student and Accounts Receivable, via Online or In-person. When paying in-person, bring a copy of your CLEP Invoice with you to the Student and Accounts Receivable Office to ensure that the payment is applied to the appropriate CLEP payment account.

CLEP FEES: (follow the steps above to make CLEP fee payments)

- CLEP Examination Fee: $80.00 per CLEP examination (Pay on the College Board’s website prior to day of exam)
- CLEP Administration Fee: $15.00 per CLEP examination taken on different dates (Pay on day of exam)
- CLEP Posting Fee: $25.00 per credit (pay to Student and Accounts Receivable upon receipt of emailed CLEP Invoice)

If you are a prospective graduating senior, it is imperative that you submit the CLEP Posting Fee directly to the Student and Account Receivable Office shortly after receiving the CLEP Invoice, to avoid delaying your degree conferral date.