

## MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	04-0003				
Name of Policy:	College Level Examination (CLEP) Policy				
Date of Last Revision:	Summer 2023	Initial Date of Approval:	unknown	Initial Effective Date:	Fall 1978
Policy Owner	Office of the Registrar				
Policy/Chapter Sections					
Date of Next Review:	May 2026				

### 1.0 PURPOSE:

The purpose of the policy is to provide guidance to students who wish to gain MSSU courses based on scores earned through the College Level Examination Program (CLEP). This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

### 2.0 SCOPE

This policy applies to all University students submitting test scores from College Level Examination Program seeking for MSSU credits.

### 3.0 POLICY

A student whose travel, employment, extensive readings or other unique educational experiences appear to have provided proficiency in a course required in the curriculum equivalent to that ordinarily attained by those taking the course in regular classes, may be granted permission to take an advanced standing examination. This examination may be a subject matter test of the College Level Examination Program (CLEP) or a Departmental Exam.

Students who wish to take the CLEP and receive credit should take note of the information below:

- To be considered, test scores should come directly from the College Board.
- CLEP courses accepted at MSSU equivalent courses are posted on the Office of the Registrar webpage at [MSSU - CLEP Subject Examinations](#)
- Credits will be applied as transfer credits.
- Credits will be applied to degree-seeking student's transcripts.
- For non-degree seeking students, the transfer credits will be applied only if they are to satisfy prerequisites for classes.
- Grade awarded for course will be "CR".
- Student must not have credit in a more advanced course in the same field.
- Academic departments review and provide the MSSU course equivalencies for CLEP credits.
- Credit awarded for CLEP exams are included in the 48-hour credit maximum for Alternate Credits

#### **4.0 HISTORY**

First published in 1978-1980 Catalog.

April 2024 – Updated to new format.

#### **5.0 RELATED DOCUMENTS**

- [MSSU - CLEP Subject Examinations](#)
- [Testing Services](#)
- [College Board's About CLEP page](#)

Questions? Contact the Office of the Registrar at registrar@mssu.edu or 417-625-9389.