



University of San Diego

Application for Credit by Examination (CLEP)

Student's Name: _____ Student's ID #: _____

CLEP Exam Title: _____ Testing Date: _____

Summary of CLEP Procedures

1. Request a copy of your score(s) be sent directly to the University Registrar, University of San Diego, 5998 Alcalá Park, San Diego, CA 92110-2422. You may request an institutional Copy of your test scores from: CLEP, P.O. Box 6600, Princeton, NJ 08541, (609) 771-7865, www.collegeboard.com//CLEP.
2. Obtain an approval from the Registrar's Office, FH117 or www.sandiego.edu/registrar.
3. A processing fee of \$25.00 for each accepted unit to be paid at the Student One Stop Service Center, UC126. (cash, checks, cashier's check or money order)
4. Attach the receipt you receive to this application and submit both copies to the Registrar's Office, FH 117. The Transfer Analyst will post the units on your Degree Audit Report (DARS).

- Notes:**
1. Approval and credit toward USD's graduation requirements is dependent upon the following conditions:
 - a. The examination does not duplicate a course for which credit has already been granted.
 - b. The examination is not more elementary than course for which the credit has already been granted.
 2. CLEP exams and scores approved for credit by the Schools and Departments at the University of San Diego.
 3. Check the USD website for a list of approved subjects and scores: http://www.sandiego.edu/cas/academics/approved_exam_credits.php.

Transfer Analyst	Date	Credit to be Granted
/		
Student Accounts	Date	Amount Paid
		No. of Units