The decision to apply a CLEP exam to fulfill a particular course requirement in the student’s major or minor is decided by the academic advisor and/or department chair of the department in which a student is majoring or minoring.

**CLEP exams must be taken before completing 60 college credits.** Credits earned through CLEP exams may not duplicate credits received from other sources. CLEP exams may not be taken at a level lower than a course for which credit has been earned.

Students should complete this form **PRIOR TO** registering for a CLEP exam. Students who do not complete this form prior to taking a CLEP examination are not guaranteed the exam will count in any way toward the major or minor requirements.

**INSTRUCTIONS TO STUDENT:**
1. Complete application
2. Obtain signatures of Advisor/Department Chairperson & Dean of Major/Minor
3. Submit form to the Registrar’s Office
4. Once test is completed have scores sent to Bradley University Registrar’s Office, 11 Swords Hall

**TO BE COMPLETED BY THE STUDENT:**

STUDENT’S NAME __________________________________________ I.D. Number _______________

LAST FIRST

TOTAL SEMESTER HOURS EARNED ______________

MAJOR(S) _______________________________ MINOR(S) _______________________________

NAME OF CLEP TEST: __________________________ General Exam ____ Subject Exam ____

**TO BE COMPLETED BY DEPARTMENT CHAIR/ADVISOR AND COLLEGE DEAN:**

1. The CLEP exam above meets requirements in the student’s: Major____ Minor____ BCC____
2. The course in the Major/Minor is: Required course_____ An elective____
3. This CLEP test will be accepted in lieu of the following course at Bradley: __________________________

Approved by Dept.Chair/Advisor __________________________ Date __________________________

Approved by the Dean of the College __________________________ Date __________________________

Approved by LAS Dean (For BCC Only) __________________________ Date __________________________

**FOR REGISTRAR’S OFFICE ONLY**

CLEP Score Received By____________________ Date Update Made____________________

Updated 8/24/2016