



North Hennepin Community College

Procedure Information

Number: 3.33.1

Name: College-Level Examination Program (CLEP) Credit Procedure

Effective Date: May 28, 2024

Next Review Date: AY2028-2029

Regulatory Authority:

[Minnesota State Board Policy 3.35 - College-Level Examination Program \(CLEP\) Credit](#)

[Minnesota State Board Procedure 3.35.1 - College-Level Examination Program \(CLEP\) Credit](#)

[Operating Instruction 3.35.2.1 - Coding Credit for Prior Learning - Internal Assessments](#)

Part 1. Purpose of Procedure.

This procedure implements the North Hennepin Community College policy for granting college credit for successful completion of CLEP examinations using the current scoring scale and for scores earned using prior scoring scales. Scores presented using prior scales shall be granted according to the American Council on Education (ACE) guidelines for that scoring scale and time period. A NHCC Transfer Specialist will work with faculty and academic deans to determine and review transferability of AP exams on a regular basis.

Part 2. Definitions.

Subpart A. CLEP Examinations.

CLEP examinations are designed to assess student mastery of introductory college course material in particular subject areas.

Subpart B. American Council on Education (ACE).

ACE is the major coordinating body for the nation's higher education institutions. It provides leadership and a unifying voice on key higher education issues, and influences public policy through advocacy, research, and program initiatives. ACE provides recommendations for granting college and university credit for CLEP examinations.

Part 3. Minimum Examination Scores.

North Hennepin Community College shall grant college credit to students who earn a score of 50 or higher on CLEP examinations, with the exception of Level 2 foreign language examinations, for which a minimum score of 60 for German language, 59 for

French language, 63 for Spanish language or 65 with Spanish with writing. These scores conform with recommendations made by the American Council on Education (ACE) and comply with M.S. 120B.131 pertaining to eligible high school students.

Part 4. Equivalent Course Credit.

North Hennepin Community College shall grant equivalent course credit for a specific lower division college course for each CLEP examination that covers substantially similar material. Equivalent course credits may be applied to certificate and/or degree programs as either required or elective courses.

Part 5. Non- Equivalent Course Credit.

North Hennepin Community College shall grant lower division elective course credit for each CLEP examination that is not substantially similar or equivalent to an existing course offered by the college. Non-equivalent course credits may be applied to certificate and/or degree programs as elective courses.

Part 6. Credit Limit.

North Hennepin Community College shall not limit the total number of credits a student may earn through CLEP examinations provided the total of earned credits does not contradict NHCC's residency requirements found in NHCC policy 3.50, Academic Programs.

Part 7. Transfer of Credit.

A student who transfers to another institution within the Minnesota State Colleges and Universities system shall have credits granted for CLEP examinations evaluated in accordance with Minnesota State Policy 3.21 and Procedure 3.21.1 Undergraduate Credit Transfer and with Minnesota State Policy 3.37 and Procedure 3.37.1 Minnesota Transfer Curriculum.

Part 8. Implementation.

Subpart A. Student Responsibility.

Students must arrange for an official report of their CLEP examination scores to be sent from College Board to the Records and Registration Office at North Hennepin Community College. Information on where CLEP exams are administered and how to send an official CLEP score can be found on the College Board website, www.collegeboard.org. North Hennepin Community College's Testing Center administers CLEP exams for a fee per exam. A registration form is required, which can be found on the Testing Center website.

Subpart B. College Responsibility.

North Hennepin Community College has established procedures for awarding credit for CLEP examinations. NHCC displays all CLEP examinations and NHCC equivalencies or electives online on, www.transferology.org. A Transfer Specialist will evaluate all official CLEP scores and communicate how the college has awarded credit to students via college email. Academic Advisors will also inform students about the CLEP examinations where appropriate. A Transfer Specialist will evaluate all official CLEP scores and communicate how the college has awarded credit to students via college email.

Academic Advisors will also inform students about the CLEP examinations where appropriate.

Part 4. Campus Review.

Review Action	Date(s)
Diversity, Equity, and Inclusion Committee Review:	4/3/2024 - 5/10/2024
Campus Community Review Period:	3/11/2024 - 3/25/2024
AFSCME Review:	4/3/2024 - 5/10/2024
MAPE Review:	4/3/2024 - 5/10/2024
MMA Review:	4/3/2024 - 5/10/2024
Shared Governance Council Review:	5/10/2024
Student Senate Review:	4/18/2024
President Rolando Garcia Approval:	5/23/2024
Campus Community Dissemination:	5/28/2024

Policy History

- Previously part of NHCC Credit for Prior Learning Policy 3.33
- Separated from 3.33 and revised, Spring 2013
- Revised spring 2018
- Minor revisions, Spring 2024