

University Testing Services

College-Level Examination Program (CLEP)

Bulletin of Information 2008-2009
Golden Gate University Test Center Code: **4329**

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| GGU San Francisco | Academic Affairs 536 Mission St., Suite 6217 San Francisco, CA 94105 Phone: (415) 442-6569 Fax: (415) 543-3725 |
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Registration Checklist

| Step 1 | Step 2 | Step 3 | Step 4 | Reschedule Or Cancel |
|--|---|--|--|---|
| Select a GGU course and the CLEP equivalent from this bulletin (pg 5-6). | Complete the CLEP Registration-Admission form; one for each exam date (pg 8-9). | Paying by credit card? Complete a CLEP Credit Card Payment form (pg 9). Make your check or credit card payments to CLEP and to GGU. | Submit all fee payments and registration form to Office of Academic Affairs, San Francisco | Call the test administrator at 415-442-6569 or send an email to shared_uac@ggu.edu Your email must include the reason for your cancellation or reschedule request. |

Contacting CLEP

CLEP Mailing Address:
College-Level Exam Program
45 Columbus Ave.
New York, NY 10023-6992

Phone:
800-257-9558
(Eastern Std. Time)

Website:
www.collegeboard.com/clep

Quick Reference

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|---|---|
| Cover – Testing Location and Registration Steps Page 2 – Earning CLEP Credit / CLEP Fees Page 3 – About the Exams / Calculators / Study Materials / Canceling your attendance / What to Bring on Exam Day | Page 4 – What to Expect on Exam Day / Disability Accommodations Page 5-6 – GGU Course/Exam Equivalencies Page 7 – CLEP passing scores Page 8-9 – CLEP Registration and Payment Forms |
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Earning CLEP credit

CLEP testing is limited to students who are **currently enrolled at Golden Gate University** or to **applicants of Golden Gate University**. Generally, you may take up to two exams per test day. To receive credit, you must:

1. Take the correct test. Pages 7 and 8 of this bulletin list GGU courses and their CLEP equivalents. **Questions about which exam(s) to take should be discussed with your academic advisor.**

Repeating CLEP Exams:

Do not register for any CLEP exam that you have already taken within the past six months. CLEP exams repeated before six months have passed will not be scored or reported to GGU. Your exam fees are not refundable.

Golden Gate University fully supports the six month “no-repeat” CLEP rule.

2. Receive the required credit-granting score recommended by the American Council on Education as printed in the *What Your CLEP Score Means* explanation guide. Passing scores are listed on page 10 of this bulletin.

IMPORTANT:

TIMING IS URGENT. Please do not postpone taking your exam. If your last term before graduation is approaching, please plan to take your last CLEP exam at least two months prior to your expected graduation date.

CLEP Fees and Instructions

| Amount | Accompanying Form | Payable To: |
|---------------|------------------------------|------------------------|
| \$15 per exam | CLEP Administration Fee Form | Golden Gate University |
| \$72 per exam | Registration-Admission Form | CLEP |

You may pay by check or credit card. Checks for multiple exams must be written separately (two exams = four checks total). There is a \$20 fee for additional transcripts payable directly to CLEP.

Refunds

If you cancel your exam or do not appear for the exam, your payment of \$72 to CLEP will be refunded to you within 3-5 weeks of the scheduled exam date. The \$15 administration fee is not refundable.

Rescheduling Fee

If you reschedule your exam after the last day to register, another \$15 administration fee is charged by GGU.

About the Exams

Liberal Studies Core Requirements and General Elective Credit

GGU Course and Examination Equivalencies, found on pages 7-8 of this bulletin, includes some exams that grant six credits: three for a Liberal Studies Core Requirement, and three for General Elective credit only. General Elective credit cannot be used to satisfy any other course requirement, but will be added to the list of General Electives on your transcript. **There are no exceptions to this policy.**

English 1A and the “English Composition With Essay” Exam

- GGU awards credit through CLEP for English 1A, but NOT for English 1B.
- Students who want to earn credit for English 1A through CLEP must take the General CLEP exam entitled “English Composition with Essay.” No other CLEP exam is acceptable.
- The General Exam consists of multiple choice questions (45 minutes) and an essay section (45 minutes) completed online using word processing. Credit is granted only when both sections of the exam are passed.
- If you need CLEP credit for a specific term, please plan carefully. It takes approximately four weeks for CLEP to score and report outcomes for the “English Composition with Essay” exam. Additionally, there is a 2-4 week processing time once the GGU San Francisco Records department receives your scores (6-8 weeks total).

Calculators

Calculators are electronically provided during exams that allow them by the computer-based testing software. You will not be permitted to use your own calculator for any exam.

Study Materials

- The College Board publishes The Official handbook for the CLEP Examinations. This book includes sample exam questions and answers. You may visit your testing location to view a reserved desk copy.
- There are also individual subject review books which can be purchased at bookstores or on the College Board website (www.collegeboard.com/clep).

Canceling Your Attendance

To cancel or reschedule your CLEP exam, please contact your test site administrator as soon as possible.

What to Bring on Exam Day

Please bring a valid photo ID with you, such as a California Driver License, GGU Student ID card or a passport.

NO ONE WILL BE ADMITTED INTO THE EXAM ROOM WITHOUT A PHOTO ID.

DO NOT BRING: calculators, PDAs of any kind, books, papers, notes, beepers, cell phones, alarm watches or food. Using any of these items during the exam will lead to dismissal from the exam.

NO BEVERAGES will be allowed into the computer room/area. A calculator will be provided electronically if your exam requires you to use one. Please be prepared to leave bulky or non-test personal items in the front of the test room. Only students who are taking the test are allowed in the testing areas.

What to Expect on Exam Day

You will have **approximately 20 minutes** to complete an online registration process. This includes:

- Candidate Data: Fill in the personal data form and specify a score recipient.
- Read through the test center regulation screens.
- Optional: Complete a brief computer-based tutorial prior to starting the exam to illustrate basic exam-navigation functions.
- Read information screens: Confidentiality Agreement, Background Questions, and Exam Instructions.

90 minutes or less:

- You will be prompted to “Take the Exam.” This is when the timer begins. You may complete the exam at your own pace.

Approximately 15 minutes:

- After you have completed (or exited) the exam, you will be asked to answer Exit Evaluation Questions and read a Scoring Information screen.

Choose to report or cancel your score.

Choosing to view your score means it will be reported. If you choose to cancel the exam, you will **not** be given the option to view your score. Please weigh your decision carefully as it will be final.

Please note that scores **will not** be available for exams with an essay section. There is a four-week scoring process for all essay exams.

- When you are finished, you may leave the exam room quietly. Your exam will be submitted electronically for score recording.

Official Score Reports

An official score report will be mailed to the Golden Gate University Records Department within four weeks.

Exam Timing

The testing process takes approximately **two hours per exam**. Please plan accordingly. If your computer needs troubleshooting during the exam, there will be a minimal period of down time for your exam. Should this occur, your remaining time will be adjusted.

Accommodations for Test Takers with Disabilities

Candidates with disabilities who require accommodations are advised to make arrangements well in advance of the test date. Accommodations will be determined based upon the CLEP requirements for supporting documentation. If you need assistance, please contact your test site administrator as soon as possible. For more information regarding CLEP accommodation requirements, please contact CLEP directly: 1-800-257-9558, clep@info.collegeboard.com or TTY: 1-609-882-4118.

GGU Course / Exam Equivalencies

| Business and Technology | | |
|--------------------------------|---|--------------------------|
| GGU Course Equivalent | CLEP Exam | Total Unit Values |
| Acctg 1A | Financial Accounting | 3 |
| ITM 10 | Information Systems & Computer Applications | 3 |
| Econ 1 | Principles of Microeconomics | 3 |
| Econ 2 | Principles of Macroeconomics | 3 |
| MGT 140 | Principles of Management | 3 |
| MGT 145 | Introductory Business Law | 3 |
| MKT 100 | Principles of Marketing | 3 |

| English and Literature | | |
|---|---|--------------------------|
| GGU Course Equivalent | CLEP Exam | Total Unit Values |
| ENGL 1A | English Composition with Essay | 3 |
| (1) General Elective | Freshman College Composition (no essay) | 3 |
| Any (1) Literature (Liberal Studies Core Literature requirement) AND (1) General Elective Course | American Literature | 3 + 3 = 6 total |
| Any (1) Literature (Liberal Studies Core Literature requirement) AND (1) General Elective Course | Analyzing and Interpreting Literature | 3 + 3 = 6 total |
| Any (1) Literature (Liberal Studies Core Literature requirement) AND (1) General Elective Course | English Literature | 3 + 3 = 6 total |

| History | | |
|--|---|--------------------------|
| GGU Course Equivalent | CLEP Exam | Total Unit Values |
| Any (1) History (Liberal Studies Core Literature requirement) | Western Civilization I: Ancient Near East to 1648 | 3 |
| Any (1) History (Liberal Studies Core Literature requirement) | Western Civilization II: 1648 to the present | 3 |
| HIST 17A OR any (1) History (Liberal Studies Core Literature requirement) | History of the US I: Early Colonization to 1877 | 3 |
| HIST 17B OR any (1) History (Liberal Studies Core Literature requirement) | History of the US II: 1865 to the present | 3 |

| Humanities | | |
|---|------------------|--------------------------|
| GGU Course Equivalent | CLEP Exam | Total Unit Values |
| Any (1) Humanities (Liberal Studies Core Humanities requirement) AND (1) General Elective Course | Humanities | 3 + 3 = 6 total |

| Math | | |
|------------------------------|---------------------|--------------------------|
| GGU Course Equivalent | CLEP Exam | Total Unit Values |
| MATH 30 | College Algebra | 3 |
| MATH 30 | Pre-Calculus | 3 |
| MATH 10 AND MATH 20 | College Mathematics | 3 |
| MATH 100 AND MATH 101 | Calculus | 3 |

| Science | | |
|---|------------------|--------------------------|
| GGU Course Equivalent | CLEP Exam | Total Unit Values |
| Any (1) Science (Liberal Studies Core Science Requirement) AND (1) General Elective Course | Biology | 3 + 3 = 6 total |
| Any (1) Science (Liberal Studies Core Science Requirement) AND (1) General Elective Course | Chemistry | 3 + 3 = 6 total |
| Any (1) Science (Liberal Studies Core Science Requirement) AND (1) General Elective Course | Natural Sciences | 3 + 3 = 6 total |

| Social Science | | |
|--|--|--------------------------|
| GGU Course Equivalent | CLEP Exam | Total Unit Values |
| Any (1) Social Science (Liberal Studies Core Social and Behavioral Sciences Requirement) AND Any (1) History (Liberal Studies Core History Requirement) | Social Sciences and History | 3 + 3 = 6 total |
| Political Science 1 OR Any (1) Social Science (Liberal Studies Core Social and Behavioral Sciences Requirement) | American Government | 3 |
| Psychology 1 OR Any (1) Social Science (Liberal Studies Core Social and Behavioral Sciences Requirement) | Introductory Psychology | 3 |
| Sociology 1 OR Any (1) Social Science (Liberal Studies Core Social and Behavioral Sciences Requirement) | Introductory Sociology | 3 |
| Any (1) Psychology Elective OR Any (1) Social Science (Liberal Studies Core Social and Behavioral Sciences Requirement) | Introduction to Educational Psychology | 3 |
| Any (1) Psychology Elective OR Any (1) Social Science (Liberal Studies Core Social and Behavioral Sciences Requirement) | Human Growth and Development | 3 |

| General Elective | | |
|------------------------------|--------------------------------|--------------------------|
| GGU Course Equivalent | CLEP Exam | Total Unit Values |
| 4 General Elective Courses | *French Language Levels 1&2 | 12 |
| 2 General Elective Courses | *French Language Level 1 only | 6 |
| 4 General Elective Courses | *German Language Levels 1&2 | 12 |
| 2 General Elective Courses | *German Language Level 1 only | 6 |
| 4 General Elective Courses | *Spanish Language Levels 1&2 | 12 |
| 2 General Elective Courses | *Spanish Language Level 1 only | 6 |

*The language exams for French 1, German 1 and Spanish 1 are the same as their level 1&2 versions. Your score will determine whether you receive credit for level 1 or levels 1&2. Please refer to the *What your CLEP score means* explanation guide for more information.

Minimum Scores for Credit

| | |
|---|----|
| Composition and Literature | |
| American Literature | 50 |
| Analyzing and Interpreting Literature | 50 |
| English Literature | 50 |
| English Composition with Essay | 50 |
| Freshman College Composition | 50 |
| Foreign Language | |
| French Language | |
| Level 1(two semesters) | 50 |
| Level 2 (four semesters) | 59 |
| German Language | |
| Level 1(two semesters) | 50 |
| Level 2 (four semesters) | 60 |
| Spanish Language | |
| Level 1(two semesters) | 50 |
| Level 2 (four semesters) | 66 |
| History and Social Science | |
| American Government | 50 |
| History of the US I: Early colonization to 1877 | 50 |
| History of the US II: 1865 to the present | 50 |
| Human Growth and Development | 50 |
| Humanities | 50 |
| Introduction to Educational Psychology | 50 |
| Principles of Macroeconomics | 50 |
| Principles of Microeconomics | 50 |
| Introductory Psychology | 50 |
| Introductory Sociology | 50 |
| Social Sciences and History | 50 |
| Western Civilization I: Ancient Near East to 1648 | 50 |
| Western Civilization II: 1648 to the present | 50 |
| Science and Mathematics | |
| Biology | 50 |
| Calculus | 50 |
| Chemistry | 50 |
| College Algebra | 50 |
| Pre-Calculus | 50 |
| College Mathematics | 50 |
| Natural Sciences | 50 |
| Business | |
| Financial Accounting | 50 |
| Introductory Business Law | 50 |
| Information Systems and Computer Applications | 50 |
| Principles of Accounting | 50 |
| Principles of Management | 50 |
| Principles of Marketing | 50 |

*The CLEP passing scores, calculated on a scale, are set by the American Council on Education (ACE).

The College Board
CLEP REGISTRATION-ADMISSION FORM

Submit this form to your test center

| | | |
|---|---------------------------|---|
| Last Name (please print) | First Name | GGU ID |
| Social Security Number | Signature | |
| Daytime Telephone Number | Email Address (Mandatory) | |
| GGU Test Center Location SAN FRANCISCO | Exam Date | Exam Time (please choose one) 11:00 am OR 1:00 pm |
| Students with documented disabilities: Check here if you need testing accommodations. Be sure to contact your test center to make the necessary arrangements before the test date. | | |

| | | |
|---|---|--|
| Examinations for which you are registering: (You may check 1 or 2 exams) | | |
| <input type="checkbox"/> American Government <input type="checkbox"/> American Literature* <input type="checkbox"/> Analyzing and Interpreting Literature* <input type="checkbox"/> Biology <input type="checkbox"/> Calculus <input type="checkbox"/> Chemistry <input type="checkbox"/> College Algebra <input type="checkbox"/> College Mathematics <input type="checkbox"/> English Composition <input type="checkbox"/> English Composition with Essay <input type="checkbox"/> English Literature* <input type="checkbox"/> Financial Accounting <input type="checkbox"/> French Language | <input type="checkbox"/> Freshman College Composition* <input type="checkbox"/> German Language <input type="checkbox"/> History of the US I: Early Colonizations to 1877 <input type="checkbox"/> History of the US II: 1865 to the present <input type="checkbox"/> Human Growth and Development <input type="checkbox"/> Humanities <input type="checkbox"/> Information Systems and Computer Applications <input type="checkbox"/> Introductory Business Law <input type="checkbox"/> Introductory Educational Psychology | <input type="checkbox"/> Introductory Psychology <input type="checkbox"/> Introductory Sociology <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Pre Calculus <input type="checkbox"/> Principles of Macroeconomics <input type="checkbox"/> Principles of Management <input type="checkbox"/> Principles of Marketing <input type="checkbox"/> Principles of Microeconomics <input type="checkbox"/> Social Sciences and History <input type="checkbox"/> Spanish Language <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 <input type="checkbox"/> Western Civilization II: 1648 to the present |

*Optional essays are available for these exams. Please check with your department to see if the optional essay is required. Please register for one of these exams with an optional essay at the test center at least two weeks prior to the exam date.

Essay Sections for which you are registering: _____
Exam Title(s)

Repeating Exams Check here if you are repeating any of these exams. Remember, you must wait **six months** before repeating an exam.

Fees (See page 2 for more information)

Check or credit card only: **\$72** payable to CLEP for each exam, **\$15** payable to GGU for each exam.

Do not combine fee payments for more than one exam, even when both exams will be taken the same day.

Paying by:

- Check
- Credit card (VISA, MasterCard, American Express)

