

CLEP Exam Approval Form

In order to ensure a student takes the appropriate CLEP exam(s) to receive course credit, HCU students must obtain approval from their advisor and the appropriate dean whether the student wishes to take the exam at HCU or off-site. Students should only register for the CLEP exam(s) after receiving approval via this form. It is the student's responsibility to request scores to be sent to HCU Office of Academic Records.

Refer to the "Credit by Examination" policy in the current HCU catalog for details. If taking the exam at HCU, register at hc.edu/testing.

Student Name: _____	H#: _____
HCU Email: _____	Phone: _____
Term & Year: <input type="checkbox"/> Summer _____ <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____	
<i>CLEP credit will be awarded in the same term in which the exam is taken and successfully passed.</i>	

I am requesting to take the following CLEP exam(s):

Reason for request: _____

_____	_____	
<i>Student signature</i>	<i>Date</i>	
_____	_____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<i>Advisor Signature</i>	<i>Date</i>	
_____	_____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<i>Dean Signature</i>	<i>Date</i>	

<i>Office of Academic Records Use Only</i>	
Processed by: _____	Date: _____



Houston Christian
UNIVERSITY
OFFICE OF ACADEMIC RECORDS

Revised 9/6/23