

Student Procedure – CLEP

Students who have completed College Level Examination Program and wish to have the credits posted to the official Bismarck State College transcript must follow the procedure below.

- 1. The student reviews the BSC Student Policy(s) College Level Examination Program.
- 2. The student contacts College Board to request an official transcript to be sent directly to the Alternative Learning office at BSC. "Student" copies of will not be accepted.
- 3. When the official score report is received, the Alternative Learning office will contact the student via their campus email regarding the next steps.

College Board Website: <u>https://clep.collegeboard.org/about/score</u>

BSC College Code 6041

Bismarck State College Alternative Learning Office 1500 Edwards Ave Bismarck, ND 58501

Email: marla.hagemeister@bismarckstate.edu Office: Jack Science Center (JSC) 301C Phone: (701)224-2573