



Dear Prospective Student:

In the process of reviewing your transcripts from previous institutions, I see that you were granted credit-by-examination based on your scores from one or more of the following exams: AP (Advanced Placement); IB (International Baccalaureate); CLEP (College Level Examination Program); DSST (DANTES Subject Standardized Tests).

If you would like to apply credit from any of these exams to your Milligan transcript, please request an **official transcript** to be sent to my attention at the address listed in my signature line. Please note that your score will need to meet the minimum credit-granting standards per the credit-by-examination policy which can be found in the Academic Policies section of the Milligan catalog.

- AP:** If exam was taken within the past four years, score reports can be requested by calling 888-308-0013. If it has been longer than four years since your exam, you will need to send a written request. More information is available online at [http://www.collegeboard.com/student/testing/ap/exgrd\\_rep.html](http://www.collegeboard.com/student/testing/ap/exgrd_rep.html).
- IB:** Transcript request form can be downloaded at <http://www.ibo.org/iba/transcripts/index.cfm>. Transcripts may only be ordered by mail.
- CLEP:** Cumulative score reports will include the results of all CLEP exams from the past 20 years. Information is available at <http://www.collegeboard.com/student/testing/clep/scores.html> or (800) 257-9558.
- DSST:** You may download a request form at <http://www.getcollegecredit.com/downloads/TRNSCRPTDSST.pdf> or call (877) 471-9860 for more information.

After I have received your transcript, I will send you a letter outlining your eligibility for credit. Credit will be posted immediately following completion of your first semester at Milligan.

Please do not hesitate to contact me with any questions.

Sincerely,

*Cindy Wymer*

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