



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Request to Attempt EKV Departmental Credit-by-Examination

Are you a current student at Eastern Kentucky University? (Please check one): Yes No

Student Name: Student ID # or SS#:

Phone Number (with area code): E-mail Address:

Student Address (Campus): Residence Hall Box Number

Permanent Address: Street Address City State Zip

I request permission to attempt departmental credit by examination for the following course.

Table with 3 columns: Course Prefix and Number, Course Title, Credit Hours. Includes a row for Name of Test.

Type of Examination: EKV Departmental Examination

Examination Fees: An EKV test administration fee of \$ 15 per test AND an additional \$30 per credit hour attempted for EKV Departmental Examination fee must be paid at Student Accounting Services, SSB 210, prior to test administration. You must take the "Testing Fee Form" to SSB 210 with you to pay the administration fee. Without the form, you will not be permitted to pay for the examination.

Examination results will not be sent to the Registrar for processing until this form and a copy of your EKV examination fee payment have been received.

Signature of Academic Advisor: Date:

Signature of Department Chair offering the course: Date:

Signature of Associate Vice President for Enrollment Management, if needed: (See reverse side of this form for details on when this signature is needed.)

Date:

Return completed form to: Office of Academic Testing, SSB CPO 64, Student Services Building, Room 340

Office of Academic Testing Use Only: Eligibility Criteria Met: Date & Receipt #: Date Sent to Registrar:

Rev1/04/06 Read the



following

Eligibility Criteria and then certify your eligibility to attempt CLEP[®] by signing below.

EKU Credit-by-Examination / CLEP[®] Eligibility

To demonstrate competence attained through educational experiences other than university instruction, students may attempt to earn College Board CLEP[®] credit in certain undergraduate courses. Conditions which apply to CLEP[®] credit by examination are:

- Only admitted students will be awarded credit-by-examination.
- Credit earned by examination is recorded without a letter grade; hence, it has no effect upon the overall grade point average (GPA).
- A student may not earn credit-by-examination in a course the student has failed.
- A student may attempt to earn credit-by-examination in a particular course only once.
- A student may not take a course-specific College-Level Examination Program (CLEP) or departmental examination for credit for a course in an area in which advanced course work has already been completed, as determined by the department responsible for the discipline under consideration.
- Special fees are assessed for credit-by-examination and must be paid prior to taking an examination.
- Students seeking AP or IB credit must have information sent to ECU for recording of test information within the first 30 hours of ECU enrollment.
- Incoming freshmen attempting to demonstrate competence in courses through CLEP or departmental examinations must have a recommendation from the academic advisor and approval from the department chair in which credit is to be awarded in order for credit to be recorded. Upon demonstration of competency, credit will be awarded after the last day to add a full semester course.
- ECU students with academic history or students transferring to ECU must have an overall GPA of 2.0, recommendation of student's academic advisor, approval from the department chair in which credit is to be awarded, and less than 45 earned credit hours to attempt credit-by-examination for courses at the 100-299 level.
- ECU students with more than 45 credit hours must have an overall GPA of 2.0, recommendation of student's academic advisor, approval from the department chair in which credit is to be awarded, and the approval of the Associate Vice President for Enrollment Management to attempt credit-by-examination of courses at the 100-299 level.
- ECU students with academic history, or students transferring to ECU must have an overall GPA of 2.0, recommendation of the student's academic advisor, and approval of the department awarding credit in order to attempt credit-by-examination for courses at the 300 level or above.

I recognize and agree to abide by all Eastern Kentucky University regulations concerning the ECU Credit-By-Examination Program. I have read the Eligibility Criteria and I certify that I am eligible under these rules to attempt to earn credit-by-examination in the course listed on the reverse side of this form.

I realize that a false certification of eligibility will render invalid any credits earned through the examination.

Student Signature: _____ Date: _____

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