



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Request to Attempt College Board CLEP®

Are you currently enrolled at Eastern Kentucky University? (Please check one): [ ] Yes [ ] No

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_

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

Student Address (Campus): \_\_\_\_\_
Residence Hall Box Number

Permanent Address: \_\_\_\_\_
Street Address City State Zip

I request to attempt CLEP® for the following course:

Course Prefix and Number Course Title Credit Hours

Name of Test: \_\_\_\_\_

A list of courses for which you may earn CLEP credit at EKU is located at http://www.testing.eku.edu/clep.

Examination Fees:

- An EKU test processing fee of \$25 per test must be paid at Student Accounting Services, Whitlock Bldg. 210, prior to test administration. You must take the "Testing Fee Form" to Whitlock 210 with you to pay the processing fee. Without the form, you will not be permitted to pay for the examination.
The College Board CLEP® fee of \$85 must be paid by credit card, online, at the time of taking each test in Whitlock Bldg. 352.

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

Read the eligibility requirements on the other side of this page and sign.

Return completed form to: Office of Academic Testing, Whitlock CPO 64, Whitlock Building, Room 340

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

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. The following conditions apply to CLEP® credit by examination:

- Only admitted and active degree-seeking EKU students will be awarded credit-by-examination credits on an EKU transcript.
- Academic credit earned by external examinations shall not be considered as credit earned at EKU and will not apply toward the residency credit requirement for a degree.
- Credit earned by examination is recorded without a letter grade; hence, it has no effect upon the overall grade point average (GPA).
- College Board CLEP policy is that a student may attempt to earn credit-by-examination in a particular course only once in a six-month period.
- A student may not take a course-specific CLEP to attempt to earn credit for a course in an area in which advanced course work has already been completed.
- Special fees are assessed for CLEP credit-by-examination and must be paid prior to taking an exam. Receipt of payment must be presented before the exam is administered.
- EKU students attempting a foreign language CLEP exam at the 100-299 level in their native tongue will not have academic credit awarded by EKU.
- A valid photo I.D. must be presented before admission into any testing session.

I recognize and agree to abide by all Eastern Kentucky University regulations concerning the EKU 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: \_\_\_\_\_