



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Request to Attempt Departmental Examination

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

Student Name: _____

EKU 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 _____

Read and Sign Eligibility Criteria on Reverse Side

I request permission to attempt Departmental Credit by Examination for the following course:

Course Prefix and Number _____ Course Title _____ Credit Hours _____

Name of Test: _____

Name of Person Administering the Exam: _____

Phone: _____ Email: _____

Examination Fees: An EKU test processing fee of **\$25 per test PLUS an additional \$30 per credit hour attempted** must be paid at Student Accounting Services, Whitlock Building 210, or by paying on-line at www.testing.eku.edu (Click on "Pay Fees On-Line") prior to test administration. **You must take the "Testing Fee Form" to Whitlock 210 with you if paying in person. 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 EKU examination fee payment have been received.

Signature of Department Chair offering the course: _____ Date: _____

Return completed form to: Office of Academic Testing, Whitlock CPO 64 or 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 CBE by signing below:

EKU Credit-by-Examination / Departmental Exam Eligibility

To demonstrate competence attained through educational experiences other than university instruction, students may attempt to earn credit in certain undergraduate courses through Departmental Exams. Conditions which apply to these credits by examination are:

- 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 a 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).
- 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 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. 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. However, native speakers of Spanish or French who are declared majors or minors of these languages may qualify for Departmental Credit by Exam in their native language with the approval of the Department Chair.
- 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: _____