

**Credit-by-Examination Policy Revision Proposal**  
Office of Academic Testing

Credit-by-Exam incorporates several types of testing programs: APP (Advanced Placement Program), IB (International Baccalaureate Programme), CLEP® (College-Level Examination Program), EKU's departmental tests, and other nationally recognized credit-by-exam testing programs. These testing programs are designed to help students demonstrate competence attained through educational experiences other than university instruction. Eastern Kentucky University students may attempt to earn academic credit-by-examination in certain undergraduate courses. University, college, and academic program restrictions and conditions apply to credit-by-exam participants. AP and CLEP® exam results are provided by the College Board Testing Service. IB examination results are provided by the International Baccalaureate Organizations' Diploma Programme. Additional information about credit-by-examination is available at [www.testing.eku.edu](http://www.testing.eku.edu).

Following are the current policies related to our credit-by-examination program.

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

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| 1 | Only admitted students will be awarded credit-by-examination.  |
| 2 | Credit earned by examination is recorded without a letter grade; hence, it has no effect upon the overall grade point average (GPA).   |
| 3 | A student may attempt to earn credit-by-examination in a particular course only once.  |
| 4 | A student may not earn credit-by-examination in a course the student has failed.   |
| 5 | 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. |
| 6 | A student may not take General CLEP examination after completing 30 semester hours of college credit without special approval from the Associate Vice President for Enrollment Management.   |
| 7 | Special fees are assessed for credit-by-examination and must be paid prior to taking an examination.   |
| 8 | Credit will not be recorded until the student has completed at least 12 semester hours of regular course credit at EKU with at least a minimum 2.0 GPA.  |

### Fall 2004 Credit-by-Examination Proposal

Departmental exams award credit at various course levels from 100 to 499. Following is a proposal for accepting credit-by-examination based on different course levels and credit-by-examination types.

- 1) Only admitted students will be awarded credit-by-examination.
- 2) Credit earned by examination is recorded without a letter grade; hence, it has no effect upon the overall grade point average (GPA).
- 3) A student may not earn credit-by-examination in a course the student has failed.
- 4) A student may attempt to earn credit-by-examination in a particular course only once.
- 5) 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.
- 6) Special fees are assessed for credit-by-examination and must be paid prior to taking an examination.
- 7) 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.
- 8) 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 departmental 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.
- 9) ECU students with academic history or students transferring to ECU must have an overall GPA of 2.0, recommendation of student's academic advisor, and less than 45 earned credit hours to attempt credit-by-examination for courses at the 100-299 level.
- 10) ECU students with more than 45 credit hours must have an overall GPA of 2.0 and the approval of the Associate Vice President for Enrollment Management to attempt credit-by-examination of courses at the 100-299 level.
- 11) 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.

The fees students pay to receive credit through examination are very minimal. At the current time students pay \$10 per credit hour to have courses recorded on their transcripts if they "pass" the exam. That is, they pay \$30 for three hours of college level credit. The Office of Academic Testing recommends an increase to \$30 per credit hour for credit-by-examination fees. This fee is subject to Board of Regents approval. As a part of the \$30 per credit hour fee, we recommend that the Office of Academic Testing receive a \$15 examination and processing fee for each credit-by-examination test administered. These are typically departmental tests. For each credit-by-examination administered by the Office of Academic Testing the office is responsible for

- copying all tests administered.
- designing, copying, and processing all application forms for departmental offices.
- determining that students meet eligibility requirements for testing prior to test administration,
- scheduling the test administration.
- processing test score information and sending it to the Office of the Registrar for recording on the student's transcript.

The recommended fee for test administrations is the same as the \$15 fee the office currently charges students who take the national CLEP® exams. Both Western Kentucky University and Northern Kentucky University charge a \$15 fee for administration of credit-by-examination tests.