



## Credit by Examination Application

Bring to: One Stop for Student Services • First Floor, University Library (Kent Campus)

Fax to: 330-672-4836 • E-mail to: [recrdsvc@kent.edu](mailto:recrdsvc@kent.edu)

### Step 1: Student Information

Name \_\_\_\_\_ FlashLine User Name \_\_\_\_\_@kent.edu

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Kent State ID \_\_\_\_\_

**Course requested for Credit by Examination (one course per form) - Only selected and approved courses are available for CBE.** A list of approved courses can be found at <http://www.kent.edu/registrar/credit-exam>.

Subject \_\_\_\_\_ Course number \_\_\_\_\_ Course title \_\_\_\_\_

*My signature indicates that I have consulted with an academic advisor and understand the procedures and eligibility requirements in the KSU catalog (policies on next page). In addition, I have not previously enrolled for credit or audit in the course for which I am seeking credit by exam, nor have I previously attempted credit by exam for this course. Fees are non-refundable and credit by examination, as requested above, may not be reversed. **I understand that in order to receive credit I must be determined as eligible by the University Registrar's Office and pay the appropriate fees.***

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Step 2: Eligibility Determination by the Office of the University Registrar

Approved  Disapproved – Reason: \_\_\_\_\_

University Registrar's Office Signature \_\_\_\_\_ Date \_\_\_\_\_

Credit Hours: \_\_\_\_\_ @ \$50 per credit hour (nonrefundable) = Total Amount Due: \_\_\_\_\_

These charges will be applied to the Student Account Balance once the Office of the University Registrar coordinates the exam.

### Step 3: Exam Information

Exam can be administered within the next 60 days. Examiner Name (Print) \_\_\_\_\_

Exam Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Department/Campus Office Representative \_\_\_\_\_ Date \_\_\_\_\_

Signature/Print

### Step 4: Payment Verification (Acct #100243-51604 DCEX)

Payment Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 5: Exam Results (to be completed by the department administering the exam)

Failing  Passing (Minimum passing standard is the equivalent of a "C" grade)

Examiner's Signature \_\_\_\_\_ FlashLine User Name \_\_\_\_\_@kent.edu \_\_\_\_\_ Date \_\_\_\_\_

Chairperson's Signature \_\_\_\_\_ FlashLine User Name \_\_\_\_\_@kent.edu \_\_\_\_\_ Date \_\_\_\_\_

### Step 6: Credit Transfer Center Processing

Processing Date: \_\_\_\_\_ By: \_\_\_\_\_

## CREDIT BY EXAMINATION POLICY

Students with demonstrable ability and knowledge in a particular subject area may earn credit in selected courses through Credit-By-Examination (CBE), coordinated by the Office of the University Registrar. Students who wish to pursue CBE must complete the CBE application to gain appropriate college and departmental permission. The appropriate academic department administers the exam, which may include the completion of additional assignments. The minimum passing standard for CBE is the equivalent of a C grade. However, no letter grade, only credit hours, are posted to the academic transcript for CBE.

For the CBE application, per-credit-hour fee and a list of available courses, visit the Office of the University Registrar Website ([www.kent.edu/registrar](http://www.kent.edu/registrar)). See the Alternative Credit-Testing Eligibility policy in the catalog ([catalog.kent.edu](http://catalog.kent.edu)) for more regulations on awarding credit through testing.

## ALTERNATIVE CREDIT-TESTING ELIGIBILITY POLICY

The student's college determines eligibility for testing. The following regulations govern credit through testing:

1. Credit is awarded on a course-by-course basis. Students may be tested for Credit-By-Examination (CBE) only once for any given course. Students may not attempt a course CBE for which they have previously attempted through the College Level Examination Program (CLEP).
2. New students may take the CLEP before beginning work at Kent State University. CBE is available to currently enrolled degree- and certificate-seeking Kent State students only.
3. Students are allowed to take CBE only if they are in good standing (i.e., not on probation).
4. Students may not take CLEP or CBE for any course:
  - i. In which they have audited
  - ii. In which they are currently enrolled
  - iii. In which they have previously enrolled and earned a grade, including withdrawal (A-F, AU, IN, IP, NF, NR, S, SF, U, W, Y or Z)
5. In subject fields in which knowledge is sequential or accumulative (e.g., mathematics and foreign language), courses are structured in prescribed sequences. Students who have received credit for, or established proficiency at, one level in such a sequence (either by testing or by enrolling in and completing the course) cannot subsequently earn CLEP or CBE credit for any prior course in the sequence or in any lower level sequence. Students who want to earn CBE for more than one course in such a sequence must complete CBE one course at a time, beginning with the lowest level course for which they want to receive academic CBE credit.
6. Students approaching graduation must complete all CBE and CLEP credit by at least the semester preceding the semester in which they plan to graduate.
7. Students who sign up for CBE must take the exam within 60 days of the payment date of application. If they do not, they forfeit any fees paid and must reapply to take the exam.