



# Eastern Kentucky University

## Policy and Regulation Library

Academic Regulation: 4.2.1

Responsible Office(s): Provost

Effective: [DATE]

Next Review Date: [DATE]

## Academic Regulation: 4.2.1

### Academic Credit

#### Statement

Eastern Kentucky University (EKU) awards credit in transfer for undergraduate courses completed at colleges and universities whose accreditation is recognized by the U.S. Department of Education and other institutions/organizations with which the University has a recorded Academic Agreement. Additionally, EKU awards credit earned by examinations that meet EKU standards, credits for certain types of military experiences, and credit based on portfolio review. Final authority to award academic credit at EKU lies with the Office of the Registrar.

#### Entities Affected

- Colleges
- Departments
- Registrar
- Graduate School

#### Procedures

##### I. Determining the Amount and Level of Academic Credit

Per 34 CFR § 600.2, the United States Department of Education defines a credit hour as the representation of the amount of work required to accomplish student learning outcomes. This federal regulation requires institutions to establish an equivalency that reasonably approximates the following: "Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class work each week for approximately fifteen weeks for one semester . . . or the equivalent amount of work over a different period of time."

Eastern Kentucky University (EKU), adopting a commonly accepted practice in higher education, utilizes approximately 750 minutes of instruction plus a minimum of two hours of out of class work per term as the basis for determining a credit hour, which reasonably approximates the federal definition of a credit hour.

EKU expects that at least an equivalent amount of work as described above will be required in all categories of courses, including but not limited to laboratories, internships, practica, studio education, and cooperative education, as well as all course modalities.

Some fields of study, certain types of academic experiences, or different degree levels may require additional contact hours or student work for the assignment of one credit hour.

Faculty have the primary responsibility for determining the level and the number of credit hours to be assigned to course work, which shall be determined at least in part by the learning outcomes and the amount of work such learning outcomes will entail.

## II. Credit by Transcript

### A. Non-EKU Academic Credit

Eastern Kentucky University accepts non-EKU academic credit as follows: Degree-seeking students may apply up to seventy-five percent (75%) of non-EKU academic credits to an EKU undergraduate degree or twelve (12) credit hours of non-EKU credit to an EKU graduate degree. Accepted credits may only be applied to program and degree requirements following a review by the appropriate academic department and/or other EKU entity as appropriate. For non-degree students, only credits earned at EKU will be recorded into their academic history.

### B. Transfer Credit

Eastern Kentucky University accepts credits transferred from postsecondary institutions whose accreditation is recognized by the U.S. Department of Education, credits earned by examination from nationally recognized tests that meet EKU standards, and awards credits for certain types of military experiences.

International transfer credits are recorded as free elective credits at the lower division level after they have been evaluated by an accepted, outside evaluation agency. Once awarded as free elective credit, students may present this credit to the appropriate academic unit which may consider application as program credit.

### General Education

EKU adheres to the statewide General Education Transfer Agreement, a copy of which is on file with CPE, allowing for the automatic transfer of courses from Kentucky public institutions to satisfy general education degree requirements. General education transfer credits from institutions not included in this statewide agreement (e.g., out-of-state, and private Kentucky colleges and universities) may be applied to the student's EKU general education requirements by the Registrar as appropriate.

### Transferring Previously Unevaluated Courses

When an acceptable transfer course, which has never been evaluated before, is presented to EKU for consideration, EKU records the course as acceptable for credit but unevaluated. The Student Outreach and Transition Office forwards the course description to the appropriate academic department for their review and consideration. The academic department determines whether an exact equivalency, a

subject/discipline elective, or a generic free elective is appropriate depending on course content and learning objectives. In some instances, the department will request that the student provide a syllabus in order to evaluate the course. The academic department or Student Outreach and Transition Office can recommend that a course be considered for general education applicability even if an exact equivalency is not awarded. Students wishing to appeal the evaluation of transfer credit should consult with the Student Outreach and Transition Office.

#### Transferring Courses Taken Elsewhere while Enrolled at ECU

Currently enrolled students who desire to take courses elsewhere and transfer them back to Eastern Kentucky University should consult with the Student Outreach and Transition Office and their academic advisor to establish the course's equivalency. The University will not take responsibility for courses transferred for which equivalency has not been established. Students should be aware that there are limits to the number of credit hours a student may earn in any one term (see Catalog, Academic Load). credit and grades earned in transfer are posted to the student's ECU transcript.

#### Posting of Previous Degrees on an ECU Transcript

Degree-seeking transfer students who have already attained a post-secondary or graduate-level degree will have that earned degree noted in their ECU academic record. Details of the academic work counting toward a degree earned at another institution will not be posted, course by course, onto the ECU transcript; only the earned degree is recorded from the official transfer school transcript.

#### C. Military Credits

To receive academic credit for military training and experience, students must submit an official Joint Services Transcript (JST). Credit hours will be awarded based upon American Council on Education (ACE) recommendations listed on the official JST.

### III. Credit by MOU

Employment in certain fields necessitates training apart from or in addition to college education or degrees. In some cases, such instruction or training contains academic content that corresponds to or is equivalent with courses taught at ECU. Therefore, the University deems it appropriate to consider awarding credit for Non-Collegiate instruction, provided that the academic content is evaluated by qualified ECU faculty and that the University has an official Articulation Agreement with the institutions/organizations offering the training.

### IV. Credit by Examination

Credit by examination is an approved method to demonstrate proficiency in course content areas. Students may earn academic credit by examination in certain undergraduate courses. Following are the conditions which apply to receiving credit by examination credit:

- A. Eastern Kentucky University credit-by-examination may be earned through any of the following methods:
  - College Level Examination Program (CLEP®)

- Advanced Placement Program
- International Baccalaureate Credit
- Departmental Examinations
- DANTES (Defense Activity for Non-Traditional Educational Support)

#### B. General Information Regarding Credit by Examination

- Only admitted and active degree seeking EKU students may have credit by examination recorded onto an EKU transcript.
- Academic credit earned by external examinations and challenge tests (such as AP, IB, CLEP®) shall not be considered as credit earned at EKU and will not apply toward the residency credit requirement for an associate or baccalaureate degree.
- Credit awarded through credit by examination, which is general in nature and/or not course-specific has no inherent guarantee of meeting EKU degree requirements since these are program and college specific decisions.
- Credit earned by examination is recorded as “CR” (no letter grade); it has no effect upon the overall GPA.
- 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.
- Special fees are assessed for credit-by-examination and must be paid prior to taking an examination.

#### C. Examinations Completed Prior to Admission

- Proficiency examination credit is eligible for transfer to EKU if it is from a nationally-recognized standardized test, earned at a college or university from which EKU accepts transfer credit, or at an EKU-recognized testing site, and is recorded on an official transcript.
- Departmental or institutional specific challenge tests presented on the official transcript of an institution from which EKU accepts transfer credit may be accepted in transfer - upon the review and approval of the academic department most closely related to the subject matter.
- Students seeking to have AP or IB credit recorded on their EKU academic record must have score reports sent to the EKU Office of Academic Testing before they have earned their first 30 credit hours at EKU.

#### D. Examinations Completed After Admission

- A student may attempt to earn credit-by-examination in a course only once in a six-month period.
- A student will not receive academic credit for a course specific College Level Examination Program (CLEP®) or departmental examination in an area in which advanced course work has already been completed, and EKU credit recorded.

#### V. Credit by Portfolio Review

Eastern Kentucky University acknowledges that students may have completed education, training classes, and work experiences that result in learning that sufficiently meets or exceeds the course requirements, exhibited via Student Learning Outcomes (SLOs), at EKU; therefore, formal recognition of that body of knowledge, without taking the particular course, is warranted upon evaluation by appropriately qualified EKU faculty.

Portfolio assessment allows ECU students who are admitted, enrolled, degree seeking, and are on good academic standing, to demonstrate competence in every SLO of a course and thus meet the course requirements and receive ECU academic credit in those subject areas through one or more of the following activities: past work, training programs or in-service courses, volunteer service, cultural or artistic pursuits, hobbies and recreational pastimes, community or religious activities, organizational memberships, adult education, non-credit courses, study abroad, military training not evaluated for credit by ACE or other experiences. This list is not meant to be exhaustive.

Credit cannot be earned through portfolio assessment for certain types of courses, including but not limited to physical education activity courses and any course that must be fulfilled through direct current experience. These could include practicum courses, field experiences, and internships including student teaching, cooperative education, senior seminars, capstones, and lab courses not accompanied by related lecture/theory courses. In addition, credit by portfolio review may not be suitable for application to professionally accredited programs.

The Office of the Provost is responsible for maintaining the portfolio assessment process.

## Definitions

- **Articulation Agreement:** An Agreement with another institution which lists the courses taught by ECU or another institution and how those courses transfer to/from the partner institution, including classroom hours, credit hours, course prefixes, and course names.
- **Non-Collegiate:** Any institution or organization not directly affiliated with an institution of higher education.

## Regulation Adoption, Review, and Approval

### Regulation Issued

Date

Entity

Action