

Credit by Examination Information

at California State University, Fresno

Form must be printed on Pink Paper

Registration Instructions

Note: Credit by Examination Registration IS NOT available through Telephone Registration

1. Obtain an Application for Credit by Examination form from the Department Office.
2. Turn in the approved CBE Application form to the Admissions/Records Service Windows by the end of the second week of instruction. DO NOT turn in this form at the Department Office.
3. Admissions/Records will register the student in the course for the CBE option.
4. Complete the examination by the end of the fourth week of instruction. Check the Schedule of Courses for the specific deadline dates. Your grade will be reported to Admissions/Records.
5. If you do not pass, you may change your grading option if you decide to stay in the class. Use an Add/Drop card by the deadline specified in the Schedule of Courses.
6. CBE units are charged for fee purposes.

Registration Information and Regulations Governing Credit by Examination

The procedure of securing CBE is designed to encourage regularly enrolled students to seek college credit in courses for which they have not earned units by the usual academic processes. It is hoped that CBE will permit a student to progress or will provide the opportunity for a broad selection of coursework. The following regulations apply:

1. A student may apply for CBE in any course in the current California State University, Fresno, *General Catalog* for which a student appears to be reasonably qualified by training or experience and for which he/she has not been allowed previous high school or college credit. CBE is not awarded if credit has been granted for previous coursework more advanced than the level represented by the examination in question.
2. CBE is not allowed in a course in which a student has been permitted to register as an auditor during the same semester, in which a student has received a failing grade, or in which a student has unsuccessfully sought CBE. Outdated graduate work may not be validated through this procedure; the Division of Graduate Studies may be consulted concerning appropriate validation procedures.
3. Credit earned by examination may not be applied toward fulfillment of a residence requirement for any degree or credential. *The maximum units to be earned by this procedure in any semester or term is the number of units completed in regular enrollment during that semester or term.* A maximum of 30 units earned by examination may be counted toward a bachelor's degree. Credit by examination while the student is enrolled in summer session is governed by supplementary regulations to be found in the *Summer Session Bulletin*. *Such credit may not be secured while enrolled only in Extension or in certain short-term courses.*
4. Application forms concerning CBE can be obtained in the college/school office or department offices. Arrangements for an examination must be made through the department chair, after conference with the department chair and/or the instructor who will administer the examination. If the CBE application is approved by the department chair, one signed copy of the approved application is given to the student. See the registration information above for procedures.
5. A student must enroll for CBE. Enrollment for CBE is subject to the same rules governing fees, dates, etc., and the student should refer to this form or the *Schedule of Courses* for the registration procedures. Units to be completed by examination are not counted in computing semester or summer session academic loads except for fee purposes. If a student wishes to change his/her registration in a course from CBE to a regular class, a formal program change must be filed with the Admissions/Records Office.
6. A student who has completed and filed an application for CBE must complete the examination itself by the end of the fourth week of instruction. It is the responsibility of the instructor who agrees to give this examination to cooperate in making such an arrangement possible, and he/she must report the grade prior to the close of the sixth week of instruction. This report may be made by memorandum or form provided by the Admissions/Records Office. The original is sent to the Admissions/Records Office, with copies to the instructor's department chair and college/school dean.
7. An examination is administered only by a regular faculty member on duty at the time the test is given.
8. The course in which a student enrolls for CBE is so designated on the transcript. If a student passes the examination, a *CR* grade is recorded. If a student fails, a *NC* grade is recorded.

9. A student who fails the test may continue in the class and change his/her grading option from CBE to regular grading with the instructor's approval, by coming to the Admissions/Records Office and filing a formal program change card.

Revised March 2001
Office of the Provost and Vice President for Academic Affairs
California State University, Fresno, Fresno California 93740

Application for Credit by Examination

To register for credit by examination: **Two copies of this form are required.** Before the end of the second week of instruction, the student is responsible for submitting the original copy of this form to the Admissions/Records service windows in the Joyal Administration Building. The department retains the second copy.

The faculty member administering the examination shall, after it has been graded, certify by memorandum or form provided by the Admissions/Records Office whether or not the student passed the examination, and the units earned. The original is sent to the Admissions/Records Office with copies to the department chair, and college/school dean.

Please print or type:

Section I -- To be completed by student

CSUF I.D. Number _____ / _____ / _____ **Date** _____

_____ **Last Name** _____ **First Name** _____ **Initial** _____

_____ **Address** _____ **City/State** _____ **Zip** _____ **Phone** _____

Course _____ **Dept. and No.** _____ **Title** _____ **Units** _____

Is the course you are challenging offered this term? Yes ____ No ____

If yes, give the current schedule number. _____

I am currently registered _____ semester ____ for _____ semester units (not including units to be gained by this examination).

Section II -- To be completed by student in consultation with the instructor and the department chair.

How was knowledge of the course's subject matter obtained? **Give specific details of study or experience.**

Evaluation of above request shows probable ability to succeed in the examination. Excess study load has been discussed with the student.

Instructor's Signature

Authorization:

Signature of Student

Examination to be administered by _____

To be filled in by department chair

Original: A/R/E
Copies: Student
Department Office
Instructor

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Office of the Provost and Vice President for Academic Affairs
California State University, Fresno, Fresno, California 9374