

# Academic Affairs Manual

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Subject: Credit by Examination for  
Undergraduates

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## **Credit by Examination for Undergraduates** (Supersedes PM 78-17 and AA 2017-08)

### **General Conditions for Students**

- 1.0** A registered student may receive credit-by-examination for courses in which he/she is eligible to enroll.
- 2.0** Credit-by-examination will not be given for course work which an academic department deems inappropriate or impossible to evaluate.
- 3.0** The student should contact the office of the appropriate department to initiate the procedure before the first day of classes.
- 4.0** The student will secure a "Credit-by-Examination" petition from Admissions and Records and obtain the signature of an appropriate and willing instructor and the Department Chair.
- 5.0** Per the policies applicable to regular course enrollment, the student will select a traditional letter grade or Credit (CR)/ No Credit (NC) option as the course grade.
- 6.0** The same course can only be taken once for credit-by-examination.
- 7.0** Repeat and cancel rules apply.
- 8.0** Credit-by-examination will not be given to for a course if the student has already received credit for a similar but more advanced course fulfilling the same general education or statutory requirements.
- 9.0** The course grade will appear on the student's record with the other grades for the semester with a designation that the student completed the course by examination.
- 10.0** Successful students will receive unit credit in keeping with the units associated with the regular course.

### **General Conditions for Departments**

- 11.0** Each department will maintain an up-to-date listing of courses that qualify for Credit-by-Examination.
- 12.0** These courses should be published in the Campus Catalogue and on the University website.
- 13.0** Departments will create their testing processes and can negotiate with the University Advising and Testing Center to aid in administering the exam.
- 14.0** Departments should determine appropriate testing fees for the administration and grading of exams.
  - 14.1** Each department will be responsible for having the appropriate account established to which the department will deposit these funds.
- 15.0** Department Chairs will assign the exam to the appropriate instructor.
- 16.0** The instructor must administer and grade the exam within a semester.
- 17.0** The instructor will:
  - 17.1** Set the appropriate time and place to conduct the exam.

**16.3** Conduct the test within two (2) of the start of the semester.

**16.4** Grade the exam within one (1) week after proctoring to the student.

**16.5** Grade the exam and submit the results to the Registrar's Office.

#### **Procedure for Courses Listed in Class Schedule**

**17.0** The student secures a petition for Credit-by-Examination Admissions and Records and obtains the signature of the instructor and the Department Chair before the beginning of the semester.

**18.0** If the request is approved, the will student enroll in the course during registration and is given the examination during the first two (2) weeks of the semester.

**19.0** The student is notified of the results of the exam during the third (3) week of the semester.

**20.0** If the student passes the test, the instructor must submit the grade to the Registrar's Office by the end of the third (3) week of the semester.

**21.0** The student's name will remain on the roster, and the grade will appear on the semester grade report.

**22.0** If the student fails the exam, then the student has two (2) options:

**22.1** Remain enrolled in the course and complete it according to standard procedures; or

**22.2** Officially drop the class before the census date (end of the third week)

**23.0** The course grade will appear on the student's Permanent Record Card (PRC) with the other grades for the semester with a designation that the student completed the course by examination.

#### **Procedure for Courses Not Listed in Class Schedule**

**24.0** The student secures a petition for credit-by-examination from the appropriate department office and obtains the signature of an appropriate and willing instructor and department chair

#### **Procedures for Distance Courses**

**25.0** Departments will develop Credit-by-Examination schedules that allow ample time to find and approves proctors, as well as transmit examinations, within a semester, including deadlines for postmarked examinations and testing dates. Information on selecting proctors can be found on the Toro Learning and Testing Center website (<http://www4.csudh.edu/testing-center/gwar/distance-gwe/>).

**26.0** Departments will provide detailed information to proctors regarding their role in the examination process

**27.0** Students must submit written notification to the department indicating the proctor's name, position and contact information.

**28.0** Students will contact their proctors to schedule their examination date within the allotted time as determined by the department.

**29.0** Completed tests must be emailed out by the proctor and must be postmarked by the deadlines as indicated on the challenge exam calendar provided by the department.

**No graduate student may receive credit by examination in a course used to satisfy the requirements for the master's degree.**