

POLICIES AND PROCEDURES FOR OBTAINING CREDIT BY CHALLENGE EXAMINATION

A currently or formerly (matriculated) enrolled student who has had special preparation in a given subject may challenge, by examination, catalog courses as determined and approved by the department. In addition, certain specific subject requirements (e.g. U.S. Constitution, State and Local Government, etc.) may be passed by challenge examinations. See Catalog section about Challenge Examinations.

The following policies and procedures apply:

- A. Examinations are prepared, approved, administered, and evaluated by the appropriate academic department.
- B. Credit by challenge examination is not treated as part of the student's workload during a regular term and therefore does not require a petition for excess units.
- C. A student may NOT complete a Challenge by Exam in the same term in which he/she is registered for the course (i.e., if a student registers for a course and then decides to do Challenge by Exam, the course must be dropped, or the term on this form must be changed).
- D. Both subject and unit credit will be awarded for successful challenge of any current CSUS catalog course. Subject credit only will be allowed for successful challenge of a degree subject requirement (e.g. U.S. Constitution, State and Local Government, etc.) for which a specific course is not offered by the University.
- E. Unit credit earned by challenge examination will not be counted as residence credit but will apply toward the total unit graduation requirement.
- F. Subject and unit credit earned by challenge examination may apply to major, minor, or credential requirements only with the approval of the student's major, minor, or credential advisors and the appropriate department chair.
- G. All challenge examinations will be graded CREDIT/NO CREDIT (CR/NC) and will be documented in the student's academic record file.
- H. Results of the challenge examination (submission of this form) will be reported to the Testing Office on or before the last day of the term (prior to final exams).

PROCEDURES

To challenge current CSUS catalog courses or a degree subject requirement:

1. Complete all information on the front of this form.
2. Obtain the necessary approvals and signatures.
3. Pay an examination fee of \$3 per semester unit or fraction thereof, to a maximum of \$10 per examination, to the University Cashier for challenging a catalog course or an examination fee of \$6 for challenging a degree subject requirement. Checks should be made payable to CSUS Challenge Exam. Fees are non-refundable.
4. File all four copies of this form with the Testing Office.

The student will arrange the actual test time (date, hour, place, etc.) with the appropriate Department. The instructor will submit all four copies of this form to the Testing Office no later than the last day of instruction (prior to final exams) of the term indicated in Area A on the front page.