

Request for Credit by Challenge Examination

Instructions:

1. Review the "Policies and Procedures" on the back of the form
2. Complete section A
3. Obtain **all** signatures in section B
4. Pay the required non-refundable fee(s) at the University Cashier's Office
5. Student will submit this form to the instructor at the time of taking the exam
6. Instructor (**NOT student**) must submit the completed form to the Testing Office *before the first day of Finals*

SECTION A

University ID # _____ Date _____

Print Name _____
Last First Middle

Mailing Address _____
Street #/Name City State Zip

Subject _____ Class # _____ Title _____ Units _____

Exam will be taken in: Fall Winter Spring Summer 20 _____

Justification for requesting credit by challenge examination: _____

Student's signature _____ Date _____

SECTION B

As the Instructor, I approve this request for credit by challenge examination.

Instructor's signature _____ Date _____

As Department Chair, I approve this request for credit by challenge examination.

Department Chair's signature _____ Date _____

SECTION C

Fee paid _____ Date _____ Receipt No. _____ By _____

SECTION D

The instructor will record the grade for the challenge examination and submit the signed form to the Testing Office before the first day of finals.

Please circle one: **CR** **NC** Print instructor's name _____

Instructor's signature _____ Date _____

For Testing Office Use Only

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. See Catalog pertaining to Course Challenge Examinations.

In addition, certain specific subject requirements (e.g. U.S. Constitution, State and Local Government, etc.) may be passed by challenge examinations. See Catalog pertaining to Academic Policies and Procedures

POLICIES

- Examinations are prepared, approved, administered, and evaluated by the appropriate academic department.
- 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.
- A student cannot be registered for the course in which they are requesting a credit by challenge examination. The student must drop the course before the form will be processed.
- 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.
- Unit credit earned by challenge examination will not be counted as residence credit but will apply toward the total unit graduation requirement.
- 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.
- All challenge examinations will be graded CREDIT/NO CREDIT (CR/NC) and will be documented in the student's academic record file.
- 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).
- Challenge by Exam forms will be processed after the grading period closes for that term.

PROCEDURES

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

1. Complete section A
2. Obtain the necessary signatures in section B
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. The student will be responsible for arranging the test date, time, and place with the appropriate Department.
5. The instructor will submit this form to the Testing Office no later than the last day of instruction and prior to final exams for the term indicated in Section A.