

Application for Credit by Examination (CBE)

Registration for CBE must be completed by the add/drop deadline, of any given semester/term.

Student's Last Name _____ Student's First Name _____ Student ID# _____

ShawU Email _____ Today's Date _____ Telephone # _____

I. Academic Advisor

The above student has applied for credit by examination for the following course:
A separate application should be completed for each CBE request.

I have determined that this student is eligible and the course listed above fulfills a requirement of his/her course of study.
I recommend permission be granted.

Signature _____ Date _____

II. Approvals

Department Head's Signature _____ Date _____

III. Cashier

The following fee has been collected: \$ _____
Charge is \$345 per credit by exam. Payment for the examination must be recorded before the credit is assigned.

Date _____ Signature _____ Position _____

IV. Testing

*All CBES's must be proctored through the Office of Academic Success. For details see OAS Testing Procedures.
All CBE's must be completed within two weeks after the add/drop deadline.*

The following examination has been taken and graded: _____ Grade (*S, U only*) _____

Date _____ Professor's Signature _____ Professor's Name _____

V. Registrar

Signature _____

UPLOAD REQUIRED DOCUMENTS

Registration and Grade Request Checklist
Current Unofficial transcript

Letter of rationale/justification with signature of the
Advisor

Credit By Exam (CBE) Guidelines

Students are allowed to take an examination to earn challenge credit for a course. Credit by Examination is available for students who have prior knowledge and/or years of experience as determined by the Academic Advisor. The Examination must be completed within two weeks after the add/drop deadline. The examination given will be proctored by staff in the Office of Academic Success, and will follow the guidelines issued by that office. Guidelines can be found in the OAS Testing Procedures. **Credit for the Examination will be awarded only after payment of applicable fees.**

Applications for Credit by Examination must be approved by the Division Head and submitted to the School's Dean for final action. Payment for the examination must be recorded before the credit is assigned. It is the prerogative of the Academic Department to exclude specific courses that are demonstrably unsuited for credit by examination. **Any course that a student has previously taken or is currently enrolled in cannot be taken by Credit by Examination.** Credits earned through Credit by Examination are not used in the computation of a student's grade point average (GPA), which means that final grade assigned must be "S" or "U." No more than 6 credit hours of CBE will be accepted.

ELIGIBLE CREDIT BY EXAM COURSES:

- CIS 101 Concepts of Computers
- CRJ 150 Survey of Crime & Delinquency
- CRJ 150 Survey of Crime & Delinquency
- EBK 248 Physical Development, Health, Nutrition & Safety in a BK Classroom
- EBK 325 Aesthetic Experiences for Young Children
- EBK 360 Emergent Literacy
- EDU 270 Child & Adolescent Behavior
- ENG 200
- ENG 211 Introduction to World Literature
- FRE 152 French II
- HIS 115 Introduction to World Civilization
- HIS 203 African American History I
- HIS 204 African American History II
- HUM 201 Introduction African American Humanities
- HUM 210 Surveys of Arts
- MCO 222 Audio I
- MCO 223 Video Production & Theory
- MCO 320 Media Writing
- MDS 216 Seminar in Classics & Contemporaries
- PSY 150 General Psychology
- PSY 50 General Psychology
- SOC 150 Fundamentals of Sociology
- SOC 150 Fundamentals of Sociology
- SPA 152 Spanish II