



## CREDIT BY EXAMINATION REQUIREMENTS

Students may challenge courses by taking examinations developed at Cal Poly Pomona. Only enrolled undergraduate students may challenge courses. Credit shall be awarded to those who pass them successfully. Students must follow the requirements below to request for a credit by examination. Detailed instructions for applying for credit by examination may be obtained from the Registrar's Office.

Please check each box to indicate that you understand the corresponding policies:

1.  A student may not challenge more than 24 semester units worth of coursework.
2.  An approved Petition for Credit by Examination permits regularly enrolled students to obtain university credit for subject matter in which they are especially qualified through nontraditional education or experience.
3.  Students must not have previously received credit for any course containing similar or advanced material from the same subject matter field.
4.  Students are not permitted to obtain credit by examination unless all prerequisites for the course as specified in the University Catalog have been satisfied. Credit by examination will not be allowed for a course that is a prerequisite of a course which the student has already completed or in which the student is currently enrolled.
5.  Challenge exams shall not be permitted as a means of earning a higher grade in a course. Once a student has enrolled in and earned a grade (passing or failing) in a course, the only way to earn a higher grade is to repeat the course and pay normal course unit fees. A course may be challenged only once.
6.  Students are not permitted to utilize the Credit by Challenge Exam option if they are not enrolled in other classes for that term. No student, including resident, out of state, or foreign, shall be permitted by an instructor to sit in a class without enrolling either for audit or credit, and paying appropriate fees. Challenge exam credit will not be given for any course that has been audited. Units of credit received through this procedure may not apply toward the residence requirement for any of the degrees or credentials offered by the university. If a student attempts to complete their Credit by Exam Challenge in a term in which they are not registered for other courses, their petition should be denied.
7.  The Credit by Challenge Exam option can only be utilized if the student is enrolled in other coursework in the requested term. If they take the exam and pass, the students will incur the fees associated with the units earned for that course. Additionally, a \$5 fee per unit examination fee is charged for each challenge examination (\$25 maximum). In addition, resident students who are paying less than full time should be alerted that they will be charged the difference if they pass the exam and grades are posted. Non-resident students who pass and have a grade posted are expected to pay for the non-resident units. Visit the Tuition and Fees site to learn more about the tuition and fee structure by units enrolled.
8.  The length of the examination will be consistent with the unit value of the course. It may include written, oral, or skills tests, or a combination of all three types and will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as those students who successfully complete the course are required to possess. Challenge examination credit is entered on the student's permanent record at the end of the approved term.
9.  For courses in the student's major, the credit is a letter grade. Other challenge exam credit is awarded on a CR/NC basis.

Student's Name: \_\_\_\_\_ Major: \_\_\_\_\_

Is this course for your major (core), support, or G.E. requirements:

- Major (core)     
  Support     
  G.E.

I acknowledge that all of the above apply to me.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Chair**

- Approval     Disapproval

Department Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CREDIT BY EXAMINATION FORM

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Branco ID: \_\_\_\_\_ Major: \_\_\_\_\_ Date: \_\_\_\_\_

**Course requested for Credit by Examination:**

Subject & Catalog Number:	Course Title:	Units:	
Term to take the Examination:			

**Note:** Credit by Examination will be recorded as Credit/No Credit except for courses in the student's major.

**Reason(s) for taking the Credit by Examination:**

---



---

**Student must obtain approval signatures from the departments in the order listed below**

<b>Department Chair of the Course</b>	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny   Signature: _____	Date: _____
<b>Instructor Assigned to the examination</b>	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny   Signature: _____	Date: _____
<b>Student's Department Advisor</b>	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny   Signature: _____	Date: _____
<b>Student's Department Chair</b>	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny   Signature: _____	Date: _____

4. After obtaining approvals, bring this petition to the Cashier and make the required fee payment: **refer to page 1 #7 for detailed information.**

Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Cashier's Signature: \_\_\_\_\_

5. Present this petition to the instructor of the course being challenged and take the examination.

**FOR INSTRUCTOR OF THE EXAMINATION ONLY**

- A. The instructor will return the completed petition to their Department Chair along with the copy of the examination written by the student. If this examination consisted only of skills or was an oral examination, the instructor will attach a list of skills included or the oral question asked.
- B. The examination material and the department file copy of the petition shall remain on file in the department office of the course being challenged for one year.
- C. The Department Chair will forward the completed petition to the Registrar's Office for posting to the student's academic record.
- D. If the course is in the student's major, a letter grade must be assigned. CR/NC is not acceptable.

Instructor's Name:	Subject and Catalog Number:
Date of Examination:	Term: _____ Grade Earned: _____
Instructor's Signature:	Date: _____
Received by the Department Chair: Initials _____ Date: _____	
Is this Course in the student's Major <input type="checkbox"/> Yes <input type="checkbox"/> No	