



Credit by Exam/Challenge Exam
Office of the Registrar

Students may take a challenge exam if approved by the academic department. If the exam is passed, the student will receive units recorded as test credit that will count as units toward graduation, but will not count as resident credit or be included in GPA calculations. The exam must be administered during the first two weeks of the semester and results submitted to the Registrar’s Office by the fifth week of the semester. Students may do a challenge exam for more than one course, but each course may be challenged only once. Credit by examination is not allowed for a course that is a prerequisite for a course which the student has already completed or in which the student is currently enrolled. Challenge exams cannot be used to earn a higher grade in a course. No more than 24 semester units of credit obtained by challenging courses may be applied toward the baccalaureate degree.

Instructions:

- The student is responsible for communicating with a department about offering a Credit by Exam/Challenge Exam.
- The department is responsible for notifying the student of the results of the examination, completing the bottom portion of this form including indicating if CREDIT was earned, and for submitting the form to the Office of the registrar via email at reg@csueastbay.edu or via fax at 510-885-3816.

Student Name: _____ Net ID: _____

Term: (select one): Spring Summer Fall Year: 20_____

Challenge Exam Course Information:

Course Number (ie: NURS 307): _____

Course Title: _____

Units: _____ Date of Exam (mm/dd/yyyy): _____

Grade: Credit *NOTE: If student does not pass exam there is no need to send form to Registrar’s*

Department Approvals

Name of Instructor Administering Exam: _____

Signature of Instructor _____ Date _____

Signature of Dept Chair: _____ Date _____

For Office Use Only: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Processed by: _____ Date: _____ Notes: _____
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