

CREDIT BY EXAMINATION (Challenge Exam)

Student's Name _____
Last First Middle Student CWID

I have read and understand the policy summary on the reverse page. _____
Student's Signature

I request permission to challenge the following course in the _____ 20____ semester.

Class number

Department (ACCT, MATH, etc) Course No. (101, 201, etc) Course Title Units

I have obtained the consent of the instructor, and the department chair as indicated below.

Approved by: _____
Name of the Department Chair Chair's Signature

Name of the Instructor

Examination Administered: _____
Date

To be completed by instructor administering the exam:

If the student has passed the challenge exam, please indicate the assigned credit. _____
(Passing grade of C or better)

If the student has not passed the challenge exam, no indication is needed.

I have informally notified the student of results _____
Instructor's Signature

Instructor: The instructor or department must email the completed form to arsc@fullerton.edu. The completed form cannot be accepted directly from a student.

Appropriate entries will be made in the file so that the CR grade will be printed on our final grade class list at the end of this semester. This will insure that credit is recorded on your official grade report.

Records office use only: ER# _____ By: _____ Date: _____

(Reference the Current University Catalog, Credit by Examination)

If you want to challenge a particular course, you should read and understand the following important points about this policy:

1. Courses which may be challenged will be determined by the appropriate academic departments from classes offered during the semester in progress. Certain courses may be ineligible for Credit by Exam.
2. Only students currently enrolled are eligible to participate.
3. Consent by the instructor and the chair of the department offering the course is required. Their approvals should be obtained on the written request initiated by the student.
4. Students may request challenge exams starting on the Monday, two weeks before the first day of instruction, and continuing through Friday of the first week of instruction.
5. The examination must be administered not later than the end of the second week of instruction, and this form should be returned to the Office of the Registrar by census date for the term.
6. Upon successful completion of an examination, the instructor will report the grade of CR (Credit) to the Office of the Registrar on the form used by the student. The instructor will also immediately inform the student of the results. **NOTE: Certain General Education, major and minor courses must be taken for a letter grade. A letter grade is not available for Credit by Examination.**
7. Students who fail the challenge examination may elect to continue the course for a grade or may officially withdraw from the course through normal withdrawal procedures. The Challenge exam for any course can only be administered once.
8. Credit by examination may not be used to fulfill the minimum residency requirements.