



## University Policy Statement

### UPS 300.006

#### CREDIT BY EXAMINATION (Challenge Exams)

##### I. CONTINUING STUDENTS

Continuing students may be granted credit toward the baccalaureate degree and to meet curriculum requirements in certain designated courses by the satisfactory completion of challenge examinations in the courses. Courses to be offered as eligible for challenge examinations will be solely determined by the academic departments. Challenge examinations can be campus-originated. They can also be standardized external examinations identified by the department or they can be CSU-wide approved examinations. A maximum of 30 semester units of credit can be earned by challenge examination, including those earned by advanced placement examinations. Credit by examination may not be used to fulfill the minimum units in residence requirements.

The examinations are to be comprehensive and administered by the sponsoring departments. In advance of the semester in which a challenge examination is to be administered, the student, using the appropriate University form available in the Office of Admissions and Records, will secure written approval from the chair of the department in which the course is offered.

The examination must be administered no later than the end of the second week of the semester. Matriculated students have two options. They may enroll in the course during the normal registration period before taking the exam. If the student does not pass the challenge exam, the student will then have the option of completing the course or withdrawing from it. Withdrawing from a course after the second week of the semester will create a W grade on the student's transcript. The student should be aware that there is an 18 unit limit on withdrawals at CSUF. Alternatively, s/he may attempt to enroll in the course after the exam if credit failed to be earned. This would involve a late fee and possible wait-listing. Upon successful completion of the examination, the department will promptly report the grade of "CR" to the Office of Admissions and Records. Students who fail the challenge examination and are enrolled in the course that was challenged may elect to continue the course for credit or may officially withdraw from the course through the normal class withdrawal procedure. Students who fail and are not registered in the course may add the course during the first three weeks of the semester if seats in the course are still available. The challenge examination for any course may be administered only once per student in that course.

##### II. ENTERING STUDENTS

For students who enter as freshmen, the campus will specify whether the credits earned by passing standardized external examinations or system-wide examinations shall be applicable as general education, major, or elective credits. For transfer students who enter with full or partial certification in GE Breadth, the campus shall honor certifications that apply credits earned by

passing standardized external examinations as authorized by CSU policy. The campus may establish policies that allow the granting of additional credits upon matriculation. No more than 30 semester total units of credit shall be applied to the calculation of admission eligibility nor to the baccalaureate degree on the basis of passing externally developed tests. Advanced Placement and International Baccalaureate are included in this limit. The name of the examination, student's score, and credit earned shall be identified on the student's academic record.

### **III. EXAMINATIONS FOR SYSTEM-WIDE CREDIT**

The Office of the Chancellor maintains a list of standardized external examinations and their appropriateness for system-wide credit. This list includes passing scores, minimum credits toward admission eligibility, minimum credits toward the baccalaureate degree, and, for transfer students seeking general education certification before matriculation, placement in the appropriate GE area. The Office of the Chancellor publicizes and periodically updates the list of examinations appropriate for system-wide credit. The Office of Admissions and Records will make this list available to academic departments on request.

### **IV. CREDIT FOR FORMAL INSTRUCTION IN NON-COLLEGIATE SETTING**

The campus shall allow the number of units recommended by the *Guide to the Evaluation of Educational Experience in the Armed Services* and the *National Guide to Educational Credit for Training Programs*. Every effort shall be made to award credit for specific university coursework and/or category of university degree requirement, as opposed to elective credit. The campus is encouraged to use the completion of basic military training toward satisfaction of Area E in the university's general education requirements. No exemption, however, should be granted from health courses required to earn a teacher credential. The campus has the discretion to determine the extent to which units earned for formal instruction in non-collegiate settings shall be applied either as major, general education, or elective credit. Decisions shall be made according to established campus procedures.

Both the completed military courses and the schools at which the work was completed must be documented on forms DD214, DD295, or other official documents such as the Army/ACE Registry Transcript System (AARTS), Sailor/Marine/ACE Registry Transcript (SMART), Community College of the Air Force, or United States Coast Guard transcript. The objectives, policies, procedures, and bases for the awarding of credit for documented prior learning shall be fully described in the campus catalog and web site. Credit earned for formal instruction in non-collegiate settings shall be clearly identified in the student's academic record.

**EFFECTIVE DATE: July 21, 2014**  
New UPS  
and ASD 13-158 rev. 3-21-14

Source: Academic Standards Committee