

Credit by Examination

SDSU Senate (extracted September 5, 2023)

1.0 Credit by examination shall be restricted to students who are regularly enrolled (matriculated), not on probation, and enrolled in at least one regular course. Credit/no credit shall be applied only to regular undergraduate courses and shall be

limited to 30 units. Credit by examination obtained through credit/no credit shall be limited by the usual restrictions on credit/no credit grading to 15 total units. Credit by examination shall not be treated as part of the student's study load, but

the student shall pay for additional units if costs exceed fees already paid.

2.0 To obtain credit by examination:

2.1. The student shall register during the change-of-program period in an actual course for which credit by examination is being requested. Credit by examination units shall not be counted toward full-time enrollment.

The student shall be registered in at least one other course.

2.2. Before taking an examination, the student shall obtain on the appropriate special form, available through the Office of the Registrar or the department or school office, the permission of the chair or director of the department or school offering the examination and of the dean of the appropriate college to enroll in the course and to take it for credit by examination as the grading option.

2.3. After department or school approval has been obtained, the Office of the Registrar shall verify the student's enrollment and probation status and shall add the course to the student's record. The grading option of credit by examination shall be so indicated on the system at that time and shall be reflected in reports such as enrollment confirmations, class lists, and grade sheets.

2.4. The student shall take the examination and be evaluated by the department or school. The grade may be submitted by the department or school to the Office of the Registrar either immediately or on the regular grade sheet for the course at the end of the semester or session.

3.0 Department or school policies shall be subject to the following:

3.1. A department or school may exclude any of its courses from credit by examination, or it may prevent a student from obtaining credit by examination in a course that is a prerequisite to a course the student has taken or is currently taking.

3.2. In a course a department or school may require credit/no credit grading only for credit by examination.

3.3. If a student takes an examination, a grade, if only "no credit," shall be entered on the student's transcript.

3.4. A department or school may develop its own procedures regarding a student who signs up for credit by examination and then either elects not to take the examination or fails the examination; however, the department or school shall inform the student of its policy.