

Cashier's Office Use Only: Initials _____ Date Paid _____

North Central State College
APPLICATION FOR CREDIT BY EXAMINATION (CBE)
Effective Summer Quarter 2009

Name _____ SSN _____
Last First M.I.

Address _____ / _____
Number Street E-Mail Address

City State Zip Code

Major/Technology _____

Home Phone (_____) _____ Work Phone (_____) _____

Cell Phone (_____) _____

CBE REQUESTED

Course No.: _____ Course Title: _____

Explain in detail your qualifications for requesting CBE: _____

Please read and place your initials by all that apply.	Student's Initials
I have not taken this course before.	
I have not taken a CBE for this course before.	
I understand the instructions and restrictions explained on the back of this form.	

Student Signature _____

Date ____/____/____

***** STUDENT SHOULD NOT WRITE BELOW THIS LINE *****

I hereby deny this student permission to take the CBE that he/she has requested for the following reason(s):

Dean/Chair Signature

Date

I hereby certify that this student is eligible for the CBE which he/she is requesting and that he/she has my permission to take the requested CBE. I have verified that this student has not received a grade or has taken a CBE for this same course.

Cost of evaluation: 1/2 of contact hours of course x the credit hour fee =

\$ _____ (amount filled in by the dean or chair)

Dean/Chair Signature

Date

Name of faculty member who has agreed to monitor and grade exam:

Name of faculty member who has agreed to create exam, if necessary:

RESULTS: Passed Failed Date Administered: _____

Grade: _____ Date Graded: _____

CREDIT BY EXAMINATION (CBE)

Are you eligible to take the Credit by Exam (CBE)?

- A. Students taking CBE's must have first completed the procedure to be admitted to the College.
 - B. Students currently enrolled in a class are not eligible to take the CBE for that class unless the class is dropped by the end of the first week of the quarter.
 - C. Students who have already taken a class, including receiving a "W" or "F" grade, are not eligible to take the CBE for that class.
 - D. CBE's are available for credit classes only; CBE's will not be administered for non-credit classes.
 - E. Individual CBE tests will be administered to a student one time only. Re-taking a CBE is not allowed.
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If you are eligible, how does the CBE process work?

1. Students wishing to take a CBE must fill out the top part of the application on the reverse side of this form. Forms are available in the divisional offices or on the web.
2. Students must then get the signature of the Dean/Chair of the division in which the course is housed. In courses where CBE tests are seldom requested, a current test may not be readily available. The development of the test may take up to six weeks. This is something to be discussed with the Dean/Chair.
3. Next, students must take this form to the Cashier's Office and pay the appropriate CBE fee. Only then can the student make arrangements to take the CBE. The student should return to the Dean/Chair's office to make testing arrangements.
4. The faculty member must administer and monitor the test or lab procedures (per AAUP agreement). If special accommodations are necessary, faculty must provide.
5. When the test is completed, it is graded by the faculty member (per AAUP agreement). Faculty member will return CBE form with completed grade information to Dean/Chair.
6. The Division Dean/Chair reports the results of the CBE to the Student Records Office. The SRO sends a letter to the student informing him/her of the grade. Also, if the student has passed the exam, credit is awarded on the college transcript as "X" credit.
7. The Division Dean/Chair will complete the Faculty Payment Form, attach a copy of the completed CBE form, and send it to VP for Learning office.
8. Each academic division will establish a standard for passing each credit-by-examination.