TO: The Academic Senate
FROM: The Committee on Instruction and Curriculum (CIC)
SUBJECT: 15-16 CIC 15: Campus-Originated Challenge Exams
PURPOSE: To bring CSUEB’s Campus-Originated Challenge Exams Policy into compliance with Executive Order 1036.

ACTION REQUESTED: That the following be adopted as campus policy for Campus-Originated Challenge Exams. Effective upon the signature of the President.

BACKGROUND INFORMATION:
A question has been raised by the Office of Academic Programs & Faculty Development at the CSU Chancellor’s Office about whether CSUEB’s current Credit by Examination policy (also referred to as challenge examination) and practices are in line with guidelines given by the Chancellor’s Office. CSU Executive Order 1036, Article 1.1 addresses “Campus-Originated Challenge Examinations” and states that “Students who pass campus-originated challenge examinations… shall earn credit toward the degree.” Our current policy states that “Challenged courses earn university credit, but do not earn residence credit.”

The Office of Academic Programs & Faculty Development of the CSU Chancellor’s Office has also informed the individual campuses that “challenge exams” (credit by exam) should generate earned units toward graduation, but should never generate FTES (Full Time Equivalent Students), nor should student (tuition) fees be collected for administration of such examinations. The rationale is that students receive no instruction when challenging a course and FTES is generated as a measure of faculty instructional time.

PROPOSED POLICY:
Departments may develop and offer “campus-originated challenge examinations” (per EO-1036) for particular courses. Courses such as laboratory, clinical, internship, fieldwork, or graduate courses are not eligible for credit by exam via challenge exams. A list of courses deemed most appropriate for challenge exams shall be recommended by departments, approved by their respective Dean’s Offices, and maintained by the Office of Academic Programs and Graduate Studies.
Departments may choose to use the Testing Office for the administration of credit by exam challenge exams, and students will be charged the normal Testing Office proctoring fee for that service. There may also be an examination fee to pay for workload involved with generating and grading the examination. The results of all credit by exam will be reported to the Registrar’s Office on a Credit by Exam form by the end of the add period of the quarter or semester in which the student took the exam. The Registrar’s Office will enroll students in a separate section of the challenged course, and the course will count as earned units towards graduation. If a letter grade is permitted, that grade will count towards all GPA calculations, will not be counted as resident credit, and will appear in the student’s degree audit report. No FTES or WTU will be generated as a result of the enrollment and no tuition/fees will be charged to students for enrollment.

Challenged courses earn credit toward degree. To be eligible to challenge a course, students must be adequately prepared for the course, as determined by the Department. Normally, this means they will have satisfied all prerequisites for the course as specified in the University catalog. Credit by examination is not allowed for a course that is a prerequisite of a course which the student has already completed or in which the student is currently enrolled. Challenge exams shall not be permitted as a means of earning a higher grade in a course. Once a student has enrolled in and earned a grade in a course, the only way to earn a higher grade is to repeat the course and pay normal course units fees. A course may be challenged only once.

Where there are existing AP or CLEP or IB exams that have been determined to earn General Education (GE), American Institutions (AI), and/or course credit, these external exams should be used rather than campus generated exams.