PETITION FOR CREDIT BY EXAMINATION
PART 1: TO BE COMPLETED BY STUDENT

INSTRUCTIONS:
1. Consult with your instructor to see if you are eligible for Credit By Examination (CBE).
2. Fill out Part 1 of this form. Your instructor will fill out Part 2 of this form and return it to you.
3. Send a PDF of the form to testing-office@sjsu.edu. You will receive a reply with payment directions.
4. Make a payment online. Send a PDF of your CashNet receipt to testing-office@sjsu.edu..
5. You will be notified with instructions for your exam/portfolio review. Complete all steps on time.
6. Follow up with your instructor to ensure that your exam grade is sent to testing-office@sjsu.edu.

PLEASE NOTE:
- CBE is available during Spring and Fall semesters only. Not available during Summer/Winter terms. Graduate students are not eligible for CBE.
- The Testing Office reserves the right to approve or deny petitions.
- The deadline to submit a CBE Petition is 28 days after the deadline to add classes (end of Week 8). Incomplete petitions will not be accepted. Late petitions will need to resubmit a form next semester.
- All prerequisites for the course must be satisfied for a score to be issued. The Testing Office will deny petitions and/or cancel scores received if it is determined that course prerequisites have not been met.
- The posting of your CBE score will depend on when your exam grade reaches our office. Exam scores submitted by the end of Week 14 will be posted by the end of Week 16. Grades received after Week 14 will be posted at the end of Week 8 of the next semester. For more information, visit sjsu.edu/testing.
- For any questions, send e-mail to testing-office@sjsu.edu.

STUDENT INFORMATION
Please fill out all fields completely and accurately, as shown on your MySJSU account.

Name:_____   SJSU ID#:_____

Email:_____   Phone:_____

COURSE INFORMATION
Note: Credit By Examination is only available during Spring and Fall semesters only.

Semester (Spring or Fall only):_____   Year:_____

Department:_____   Course Number:_____

I certify that I have read and understood all the information on this form and online at sjsu.edu/testing. I have fulfilled all prerequisites for the course. I have never previously enrolled in this course at SJSU.

_____   _____
Student Signature   Date

PETITION FOR CREDIT BY EXAMINATION
PART 2: TO BE COMPLETED BY INSTRUCTOR

INSTRUCTIONS:
1. Students must have your approval to petition for Credit By Examination (CBE). You may deny their request if the student is ineligible, if prerequisites have not been met, if their preparation is inadequate, if an examination is not feasible, or if the course is not eligible for CBE.
2. Fill out Part 2 only. The student must fill out Part 1. Return the completed form to the student.
3. Wait for notification from the Testing Office before beginning any work with the student on the exam.
4. Arrange a time and place for the exam. You may proctor the exam yourself, or the Testing Office can administer paper-based and/or electronic exams in IS 228, as long as there is no lab component.
5. Once the exam has been completed, grade the exam and send final results to testing-office@sjsu.edu. Late submissions will significantly delay the posting of grades.

PLEASE NOTE:
- Instructors: make sure you have a Special Consultant Form signed and on file with the Testing Office. Paperwork is valid for 1 academic year. Forms can be downloaded at sjsu.edu/testing.
- Courses must be on file with the Dean's Office, indicating that the course is eligible for CBE.
- Scores must be submitted no later than the end of Week 14 to be posted in the same semester. Any scores submitted after Week 14 will be posted by the end of Week 8 the following semester.
- For any questions, please e-mail testing-office@sjsu.edu.

INSTRUCTOR/COURSE INFORMATION

Instructor's Name: _____ E-mail: _____

Department: _____ Course Number: _____

Semester (Spring or Fall only): _____ Year: _____

EXAMINATION DETAILS
Please complete all applicable areas pertaining to the exam.

Type of Exam: ☐ Portfolio Review *   ☐ Paper-Based Exam   ☐ Online (Canvas)
                * MUST be submitted to the instructor.

Is there a lab component for this exam?   ☐ Yes **   ☐ No
                                            ** MUST be administered by the instructor.

Who will administer the exam?   ☐ Testing Office
                                            ☐ I will administer the test

I certify that I approve this student's petition for Credit By Examination. I have validated that the student meets all prerequisites for this Credit By Examination petition.

_____   _____
Instructor Signature   Date