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8 **Policy Recommendation**
9 **Credit by Exam for Challenge Examinations**

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11 **Background** SJSU has no campus policy governing Credit by Exam (CBE)- Challenge
12 Exams. Current practices are not in line with most other CSU campuses or
13 with guidelines given by the Chancellor’s Office. CSU Executive Order
14 1036, Article 1.1 addresses “Campus-Originated Challenge Examinations”
15 stating that “Students who pass campus-originated challenge
16 examinations... shall earn credit toward the degree.”

17
18 The Office of Academic Programs & Faculty Development of the CSU
19 Chancellor’s Office has informed the individual campuses that “challenge
20 exams” should generate Earned Units toward graduation, but should never
21 generate FTES (Full Time Equivalent Students). SJSU is among the 11 of
22 23 CSU Campuses not following these CSU Guidelines. The rationale is
23 that students receive no instruction when challenging a course, and FTES
24 is generated as a measure of faculty instructional time.

25
26 **Justification** Currently, SJSU students may earn credit by exam- challenge exams in two
27 different ways. The color coding shows in **green** where we are complying
28 with CSU policy, and in **red** where our campus is out of compliance.

29
30 **Current Practice**

| Type of Exam | Administered by | Earned Units toward graduation | Course registration required & FTES generated | Student fee |
|----------------------|-----------------------------------|--------------------------------|---|---|
| AP, CLEP, & IB | External Testing Services | Yes | No | Paid externally, unless administered by the SJSU Testing Office |
| “Challenge Exam” (to | Individual faculty or departments | Yes | Yes * | Course registration required; may |

| | | | | |
|--------------|--|--|--|------------------------------|
| SJSU course) | | | | require sizable tuition fees |
|--------------|--|--|--|------------------------------|

* Only the AP (Advanced Placement), CLEP (College Level Examination Program), and IB (International Baccalaureate) Exams comply with EO-1036 and guidance from the Academic Programs Division of the Chancellor’s Office.

This policy proposes to administer “challenge exams” that do not generate FTES, but which do earn credit toward graduation. In table form, this policy will not modify the row associated with external examinations, but will modify the “challenge exams” as shown.

Proposed Policy

| Type of Exam | Administered by | Earned Units toward graduation | Course registration required & FTES generated | Student fee |
|-----------------------------------|---|--------------------------------|---|--|
| AP, CLEP, & IB | External Testing Services | Yes | No | paid externally, unless administered by the SJSU Testing Office |
| “Challenge Exam” (to SJSU course) | Departments or the Testing Office on behalf of a department | Yes | No | generally none, unless administered and/or evaluated by the Testing Office |

Resolved That the existing “challenge exam” practices be discontinued and that the following be adopted immediately as campus policy for challenge examinations.

- A. **CBE- Challenge exams are not permitted to generate FTES, nor associated WTU (Weighted Teaching Units) workload.** Students are not eligible to take a CBE-Challenge exam for a particular course if that course has already been taken for a letter or CR/NC grade. A “W” grade shall not prevent a student from taking a CBE-Challenge exam. A student may not receive credit by examination via Challenge exam to remove a grade of “F,” “WU”, or “NC”. Students shall not be allowed to take a campus generated challenge examination for a particular course more than once. As is current practice, if a challenge exam is passed, then a grade of CR and a notation of CBE shall be recorded on the transcript. Earned units (UE) must be generated and these must be recorded on

54 the SJSU transcript. Units earned through challenge exams will not be counted as part of
55 the SJSU residency requirements. Only matriculated SJSU students are eligible to take
56 CBE-Challenge exams.

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- 58 B. **Where there are existing AP or CLEP or IB exams** that have been determined to earn
59 General Education (GE), American Institutions (AI), and/or course credit (see
60 <http://info.sjsu.edu/static/catalog/cbe.html>), these external exams should be used rather
61 than campus generated challenge exams. If there is a discrepancy between the units
62 earned according to the CBE website and the units assigned to the articulated course at
63 SJSU, the units found at the CBE website shall be assigned.
- 64
- 65 C. **Where there are no external AP or CLEP or IB exams equivalent to SJSU courses,**
66 the determination of whether “campus-originated challenge examinations” (per EO-1036)
67 are available for a particular course is determined by the department or college
68 curriculum committee, and not by individual faculty who may teach that course. A list of
69 courses allowable for CBE via challenge exams shall be recommended by
70 departments/colleges, approved by their respective Dean’s Offices, and maintained by
71 the Office of Graduate and Undergraduate Programs. Credit by examination for 100W
72 and for 200-level graduate courses are not eligible for CBE-Challenge Exams. Courses
73 that are cross-listed will be determined by the home department following consultation
74 with the other department.
- 75
- 76 D. The Testing Office will oversee registration and reporting results of all campus challenge
77 exams. The Testing Office can oversee administration of the exam and will coordinate
78 with the department where needed. The Testing Office will determine the costs of
79 administering the exams and propose a fee to the Course Fee Advisory Committee.
80 Students must register for Challenge Exams with the Testing Office **no later** than 5:00
81 p.m., 28 days after the last day to add classes.
- 82
- 83 E. The Registrar’s Office shall work with the Office of Graduate and Undergraduate
84 Programs and the Testing Office to develop reporting forms, processes, and transcript
85 notations consistent with this policy.
- 86
- 87

88 **Approved (C&R):** September 21, 2015

89 **Vote:** 9-0-0

90 **Present:** Buzanski, Bacich, Clements, Heil, Mathur, Matoush, Schultz-Krohn, Sibley,
91 Stacks

92 **Absent:** Anagnos, Backer, Coopman

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94 **Curricular Impact:** The net effect may be more students taking (and passing) courses with
95 CBE- Challenge Exams. This in turn would lead to the freeing up of seats
96 in classrooms, more timely graduation for those who pass the CBE-
97 Challenge exams, and more access to enrollment of new students if the
98 CBE- Challenge Exam students graduate more quickly.

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100 Financial Impact: As former challenge exams generated FTES and the proposed CBE-
101 Challenge exams will not do so, these CBE exams could reduce campus
102 FTES, though the effect is not anticipated to be very large.

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104 Workload Impact: There will be an initial staff and administrative workload associated with the
105 creation of new reporting forms and processes consistent with this policy,
106 primarily affecting the Registrar's Office and the Office of Graduate and
107 Undergraduate Programs. Systematizing the administration of SJSU CBE-
108 Challenge exams could reduce faculty and staff workload.