Testing Office
One Washington Square, IS 228
San Jose, CA 95192-0039

PETITION FOR CREDIT BY EXAMINATION
PART 1: COMPLETED BY STUDENT

Eligibility:
• Available to undergraduate students during Spring and Fall semesters only.
• Not offered in Summer or Winter terms.
• Graduate students are not eligible.
• All course prerequisites must be met before a score can be issued.
• The Testing Office reserves the right to approve or deny petitions.

Deadlines:
• Petitions must be submitted no later than 28 days after the add deadline (end of Week 8).
• Incomplete petitions will not be accepted.
• Late petitions must be resubmitted the following semester.

Steps to Apply:
1. Confirm eligibility with your instructor.
2. Complete the CBE Form (Student fills Part 1, Instructor fills Part 2).
3. Submit the completed form (PDF) to testing-office@sjsu.edu.
4. Make payment online (CashNet) and save your receipt as a PDF.
5. Send your CashNet receipt PDF to testing-office@sjsu.edu.
6. Take the exam or submit the portfolio as instructed.
7. Confirm your instructor sends your exam grade to the Testing Office.

Posting of Scores:
• Exam grades received by the end of Week 14. Scores posted by the end of Week 16.
• Grades received after Week 14. Scores will be posted at the end of Week 8 of the next semester.
• Posting depends on when your instructor's grade reaches the Testing Office.

STUDENT INFORMATION

Name:_____ SJSU ID#:_____

Email:_____ Phone:_____

COURSE INFORMATION

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

Department:_____ Course Number:_____

I certify that I have read and understand all the information on this form. 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: COMPLETED BY INSTRUCTOR

Approval Required - Students may only petition for CBE with your approval.

You may **deny** a request if:

- The student is ineligible
- Prerequisites are not met
- The student's preparation is inadequate
- An exam is not feasible
- The course is not approved for CBE

Steps for Instructors

1. Complete Part 2 of the petition form. (Student completes Part 1.)
2. Return the form to the student.
3. Wait for notification from the Testing Office before working with the student on the exam.
4. Arrange exam details (time and place).
5. Grade the exam when completed.
6. Submit final results to testing-office@sjsu.edu

Important Notes

- To receive payment, a Special Consultant Form must be signed and on file with the Testing Office .
    - Valid for one academic year.
    - Download at sjsu.edu/testing.
- Courses must be approved for CBE with the Dean's Office.
- Scores must be submitted by the end of Week 14 to be posted in the same semester. Scores after Week 14 are posted in Week 8 of the next semester.

INSTRUCTOR/COURSE INFORMATION

Instructor's Name:_____ Email:_____

Department:_____ Course Number:_____

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

Type of Exam: ☐ Portfolio Review   ☐ Paper-Based Exam   ☐ Online (Canvas)

Is there a lab component for this exam?   ❏ Yes   ❏ No

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