



CALIFORNIA  
STATE  
UNIVERSITY,  
FRESNO

January 13, 2003

Dr. Katherine L. Adams, Chair  
Department of Communication  
RE: Credit By Examination for COMM 3

Dear Dr. Adams:

The Curriculum Committee has approved the following procedure for evaluating Credit By Examination for COMM 3, "Fundamentals of Public Communication." If you have any questions or concerns, please let me know. I will bring copies to the next faculty meeting for the approval of other faculty member.

Credit by Examination Procedure  
COMM 3 (Fundamentals of Public Communication)

1. The Department Chair determines eligibility of applicants for credit by examination against University and Department criteria.
2. Eligible students will complete a 2-hour written test on material representative of the learning objectives for COMM 3. The Director of the Graduate Teaching Assistants will be responsible for compiling a single test drawn from the common tests used by the TAs. The test will be based upon the textbook used by the TAs, which the student may review to prepare for the test. The TA Director will grade the exam, and a student passing with a "C" grade (70%) will be allowed to deliver the speech component.
3. The Director of the Graduate Teaching Assistants will provide the student with the guidelines for the final speaking assignment (an 8-10 minute persuasive speech) as well as the criteria for evaluation. The student will be allowed 1-2 weeks to prepare the speech, which they will then deliver before the TAs. Lead by the TA Director, the TAs will provide an oral critique the speech.
4. Per University guidelines, the examination must be administered by the end of the fourth week of instruction. Students should schedule the test and the speech so as to complete all requirements by this time.
5. Based upon the written test and the speech, the TA Director will make a Credit/No Credit determination and report the grade prior to the close of the sixth week of instruction. The TA Director will make available a written evaluation of the speech in the event that no credit is awarded.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin J. Ayotte", written over a horizontal line.

Kevin J. Ayotte

Department of  
Communication

5201 N. Maple Ave. M/S SA46  
Fresno, CA 93740-8027

559. 278-2826

Fax 559. 278-4113

# Application for Credit by Examination

To register for credit by examination: **Two copies of this form are required.** Before the end of the second week of instruction, the student is responsible for submitting the original copy of this form to the Admissions/Records service windows in the Joyal Administration Building. The department retains the second copy.

The faculty member administering the examination shall, after it has been graded, certify by memorandum or form provided by the Admissions/Records Office whether or not the student passed the examination, and the units earned. The original is sent to the Admissions/Records Office with copies to the department chair, and college/school dean.

**Please print or type:**

## **Section I -- To be completed by student**

**Student I.D. Number** \_\_\_\_\_ **Date** 12/2/2003

Last Name	First Name	Initial	
_____	_____	_____	
Address	City/State	Zip	Phone

Course	Subject and Catalog No.	Title	Units
_____	_____	_____	_____

Is the course you are challenging offered this term? Yes  No

If yes, give the current permission number. \_\_\_\_\_  
Current Instructor's Name \_\_\_\_\_

I am currently registered for \_\_\_\_\_ semester 20 \_\_\_\_ for \_\_\_\_\_ semester units (not including units to be gained by this examination).

## **Section II -- To be completed by student in consultation with the instructor and the department chair.**

How was knowledge of the course's subject matter obtained? **Give specific details of study or experience.**

Evaluation of above request shows probable ability to succeed in the examination. Excess study load has been discussed with the student.

Authorization: \_\_\_\_\_  
**Instructor's Signature**

\_\_\_\_\_  
**Signature of Department Chair**

\_\_\_\_\_  
**Date**

Examination to be administered by \_\_\_\_\_  
**To be filled in by department chair**

Original: A/R/E  
Copies: Student  
Department Office  
Instructor

Revised 2003  
Office of the Provost and Vice President for Academic Affairs  
California State University, Fresno, Fresno California 93740

# Credit by Examination Information

at California State University, Fresno

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## Registration Instructions

**Note:** Credit by Examination Registration IS NOT available through Telephone/Web Registration

1. Obtain an Application for Credit by Examination form from the Department Office.
  2. Turn in the approved CBE Application form to the Admissions/Records Service Windows by the end of the second week of instruction. DO NOT turn in this form at the Department Office.
  3. Admissions/Records will register the student in the course for the CBE option.
  4. Complete the examination by the end of the fourth week of instruction. Check the Schedule of Courses for the specific deadline dates. Your grade will be reported to Admissions/Records.
  5. If you do not pass, you may change your grading option if you decide to stay in the class. Use an Add/Drop card by the deadline specified in the Schedule of Courses.
  6. CBE units are charged for fee purposes.
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## Registration Information and Regulations Governing Credit by Examination

The procedure of securing CBE is designed to encourage regularly enrolled students to seek college credit in courses in which they have competence but for which they have not earned units by the usual academic processes. It is hoped that CBE will permit a student to accelerate his/her academic progress or will provide the opportunity for a broad selection of coursework. The following regulations apply:

1. A student may apply for CBE in any course in the current California State University, Fresno, *General Catalog* for which a student appears to be reasonably qualified by training or experience and for which he/she has not been allowed previous high school or college credit. CBE is not awarded if credit has been granted for previous coursework more advanced than the level represented by the examination in question.
  2. CBE is not allowed in a course in which a student has been permitted to register as an auditor during the same semester, in which a student has received a failing grade, or in which a student has unsuccessfully sought CBE. Outdated graduate work may not be validated through this procedure; the Division of Graduate Studies may be consulted concerning appropriate validation procedures.
  3. Credit earned by examination may not be applied toward fulfillment of a residence requirement for any degree or credential. *The maximum units to be earned by this procedure in any semester or term is the number of units completed in regular enrollment during that semester or term.* A maximum of 30 units earned by examination may be counted toward a bachelor's degree. Credit by examination while the student is enrolled in summer session is governed by supplementary regulations to be found in the *Summer Session Bulletin*. *Such credit may not be secured while enrolled only in Extension or in certain short-term courses.*
  4. Application forms concerning CBE can be obtained in the college/school office or department offices. Arrangements for an examination must be made through the department chair, after conference with the department chair and/or the instructor who will administer the examination. If the CBE application is approved by the department chair, one signed copy of the approved application is given to the student. See the registration information above for procedures.
  5. A student must enroll for CBE. Enrollment for CBE is subject to the same rules governing fees, dates, etc., and the student should refer to this form or the *Schedule of Courses* for the registration procedures. Units to be completed by examination are not counted in computing semester or summer session academic loads except for fee purposes. If a student wishes to change his/her registration in a course from CBE to a regular class, a formal program change must be filed with the Admissions/Records Office.
  6. A student who has completed and filed an application for CBE must complete the examination itself by the end of the fourth week of instruction. It is the responsibility of the instructor who agrees to give this examination to cooperate in making such an arrangement possible, and he/she must report the grade prior to the close of the sixth week of instruction. This report may be made by memorandum or form provided by the Admissions/Records Office. The original is sent to the Admissions/Records Office, with copies to the instructor's department chair and college/school dean.
  7. An examination is administered only by a regular faculty member on duty at the time the test is given.
  8. The course in which a student enrolls for CBE is so designated on the transcript. If a student passes the examination, a CR grade is recorded. If a student fails, a NC grade is recorded.
  9. A student who fails the test may continue in the class and change his/her grading option from CBE to regular grading with the instructor's approval, by coming to the Admissions/Records Office and filing a formal program change card.
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