

Note: Credit by Examination (CBE) grading basis option IS NOT available through the Student Portal registration system. Review the information and regulations for CBE available on our [website](#) before completing this form.

Registration Instructions:

1. You must already be registered for the course you want to challenge.
2. Turn in this approved form to: fsregistrar@mail.fresnostate.edu by the end of the second week of instruction to have your change of grading basis administratively updated.
3. Complete the challenge examination by the end of the fourth week of instruction. Check the [Deadlines and Important Dates](#) on the University Registrar website for the specific term deadline dates. Your grade will be reported by the instructor directly to the Office of the University Registrar.
4. If you do not pass, you may change your grading option back to letter grade if you decide to stay in the class. Please note this selection below.
5. You are responsible for regular tuition and fees for CBE courses.

To be completed by student

Last Name: _____ First Name: _____ Student ID Number: _____

Email: _____ Phone Number: _____

I am currently registered for: _____ Year: _____

Course: _____ Title: _____

- If you fail the challenge please select one of the following options:
- Stop attending course and receive a NC grade on your transcript
 - Keep Attending course and change my grading option back to original grading basis

Student Signature: _____ Date: _____

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: _____

Examination to be administered by _____

To be filled in by the department chair

Office Use Only (Office of the University Registrar)

Processed by: _____ Total semester units: _____ Total CBE units: _____ Date: _____