

**Instructions:** This form is used to request credit by challenge exam or prior learning assessment.

1. Complete Part 1, Part 2 (term), Part 3 (indicate credit requested), Part 4 (review guidelines), and Part 5 (signature).
2. Submit completed form and any supporting documentation to the department from which you are requesting credit by assessment no later than one week prior to the term in which you are requesting credit.
3. Students will be notified via email of request status and assessment activity. Communication will be sent via CSUMB email.

**Part 1: Student Information**

Student ID	Last Name	First Name
Phone Number	E-mail Address	

**Part 2: Term Credit Requested**

**Term:**      Fall 20\_\_\_\_\_      Spring 20\_\_\_\_\_      Summer 20\_\_\_\_\_

**Part 3: Course Information & Type of Assessment Credit Requested**

SUBJ (ex BUS)	CATALOG # (ex 201)	UNITS (ex 3)	ASSESSMENT REQUESTED (circle one)	
			Challenge Exam	Prior Learning

**Part 4: Credit by Assessment guidelines and conditions**

- Only matriculated students may request challenge exam or prior learning assessment credit.
- Students may not challenge or request PLA for a course that is a prerequisite to a course for which academic credit has already been granted. Further, a student may not elect to challenge or request PLA for a course for which any grade (including F, WU, IC, NC, or AU) was received in a previous semester, for which academic renewal has been granted, or for which a prior challenge or request for PLA has been unsuccessful.
- Courses meeting GE requirements are not available for challenge, but are available for PLA.
- Only undergraduate courses identified in the catalog may be requested for challenge exam.
- Fees may be charged

**Part 5: Student Signature**

*I request credit by assessment selected above. I have read, understand, and agree to the university policy on credit by assessment.*

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

DEPARTMENT USE ONLY						
Approved	Denied	CMS Updated:	Student Notified:	Process Date:		
CLASS NBR	SUBJ	CATALOG #	ASSESSMENT APPROVED		GRADE EARNED	
			Challenge Exam	Prior Learning	Credit (CR)	No Credit (NC)