



Department of Computer Science

University Policies on Credit By Exam

Credit by Examination for Undergraduate Courses

Credit by Examination (CBE) for undergraduate courses offers students the opportunity to demonstrate previous mastery of college-level learning, and accelerates progress toward completion of their degrees, while decreasing tuition costs. CBE benefits the Department/School by freeing up seats in classes and increasing completion rates with a relatively low impact on faculty workload. In an effort to ensure that CBE is administered consistently across Campus.

All admitted students are eligible for credit by examination. Non-degree seeking students may not apply. A regular, currently enrolled student who is not on probation may take an examination for credit in a course listed in the Undergraduate Catalog, subject to the following regulations:

Credit by Examination will:

- Benefit students (e.g., provide flexibility and remove barriers to completion).
- Benefit the Department/School (e.g., free up seats in high-demand courses, increase Retention, Progression, and Completion [RPC] metrics).
- Match the course in academic quality and rigor.
- Demonstrate mastery of the course's student learning outcomes.
- Demonstrate appropriate college-level learning.
- Credit by examination may not be obtained for a course previously completed at an accredited institution including courses previously taken at the University, regardless of grade.
- Not be in opposition to Northwest Commission on Colleges and Universities (NWCCU) or discipline-specific accreditation policies.
- Not be used to replace a failing grade.
- Not be permitted if the student has previously received credit for a more advanced course covering the same subject matter (e.g., CBE will not be permitted to satisfy CS 135 if the student has already received credit for CS 202).
- Not apply toward satisfying the minimum on-Campus resident credit requirement, <https://www.unlv.edu/advising/policies-forms>, of the institution from which graduation is sought, and does not constitute an interruption of the resident credit requirement.

Reference: Degree Progression and Curriculum Policies (<https://catalog.unlv.edu/content.php?catoid=47&navoid=15515>)

Department of Computer Science - Departmental Policies

- Student **must** meet with the College of Engineering Academic Advisor to ensure the students meets the UNLV eligibility requirements and understand potential impacts to their graduation progress.
- Students need to complete a minimum of 30 upper-division courses in order to graduate and students cannot use CBE towards the 30 credits.
- CBE is only applied to the following core courses:
 - CS 135, CS 202, CS 218, CS 219, CS 302, CS 326, and CS 370.
- The student must provide evidence of the objectives and have covered the subject matter of the course as a result of having taken a comparable course in a **non-accredited** educational institution or by systematic, independent study, or directly pertinent occupational experience.
- Upon request, the student will be provided with the course syllabus, topic outline, and textbook information.
 - As the student has demonstrated mastery of the subject, old tests and specific course materials will not be provided to he student.
- Student must complete the Credit-By-Examination form (https://www.unlv.edu/sites/default/files/page_files/27/CreditByExamForm_0.pdf) and obtain appropriate approvals before taking the examination.
- Upon approval, any fees must be paid in advance through the registrars office.
- The minimum passing score is **74%** (consistent with course syllabii).
- The instructor will enter grade information (S/U) on the Credit by Examination form.
- CBEs will not performed over school breaks (due to the lack of availability for applicable faculty).
- Once a CBE has been approved and paid for, a minimum of three weeks is required for preparation and scheduling.

Upon approval, the departmental undergraduate coordinator will:

- Assign an appropriate instructor to create the exam (typically an old final exam).
- Coordinate a time and location for the exam.
 - The exam process is consistent with a course final exam and the student will be allotted two (2) hours.
- Coordinate scoring by the undergraduate coordinator or designee.
- Ensure that score information (S/U) has been recorded on the form.
- Notify student of exam results.
 - Request if the student wants the score recorded with the Registrar's office.
- The grade information will be recorded on the CBE form, and the student has the choice whether the grade is recorded.
 - If the student wants the score/grade recorded, the form will be sent to the Registrar's office.
 - If a student does not wish to record the grade earned, the form must be provided to the College of Engineering Advising Center.

Approved: *Laxmi Jewali*