

## APPLICATION FOR COURSE CREDIT BY EXAMINATION (CBE)

Date \_\_\_\_\_ BGSU ID# \_\_\_\_\_ Faculty Advisor \_\_\_\_\_

I, \_\_\_\_\_, a student at Bowling Green State University, in the College of Technology, and currently enrolled for at least two (2) semester hours, hereby request the privilege of taking the following course by examination:

\_\_\_\_\_ TECH 2890      \_\_\_\_\_ TECH 3890      \_\_\_\_\_ TECH 4890

**I understand the following:**

1. I will be held to a standard that is equivalent to that expected of the regular class for those who receive a "C" grade;
2. the fee for this service is \$80.00 for each Credit by Examination course, is non-refundable, and will be assessed to my bursar account;
3. the CBE must be completed within four (4) weeks prior to the end of the same semester which the CBE is submitted;
4. the CBE is not applicable to a course in which I have previously been enrolled;
5. the CBE is not applicable to a course that is a prerequisite for any course I have previously completed;
6. I cannot repeat the Credit By Examination procedure for the same course;
7. Credit By Examination is graded on an S/U basis only.

**I submit the following as evidence that I am prepared to take the above course for Credit By Examination:**

1. Letter of Documentation (work experience verified through original letters of reference describing quality, nature, position, length, and type of work experience you are using for this CBE)
2. Letter of Reference/Recommendation or Performance Evaluations
3. Cooperative Education Report

\_\_\_\_\_ Initial here indicating that you have discussed the Credit By Examination option with the Office of Cooperative Education and understand and will adhere to all policies and procedures necessary for CBE completion.

**Previous Work Experience Information to be used for this CBE:**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Date enrolled in College of Technology at BGSU: \_\_\_\_\_

Student's Phone: \_\_\_\_\_ Student's Email: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

*By signing your name above, you confirm that all information on this application is true and agree with all CBE processes and regulations.*

**UNIVERSITY APPROVAL SIGNATURE SECTION**

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_ Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean for Undergraduate Affairs \_\_\_\_\_ Date \_\_\_\_\_ Registrar or Designate \_\_\_\_\_ Date \_\_\_\_\_

**Denied By:**

Name \_\_\_\_\_ Rationale \_\_\_\_\_

### APPLICATION FOR COURSE CREDIT BY EXAMINATION

#### I. Qualifications

To qualify for a CBE, you must be able to answer "YES" to all of the following:

- |  |           |          |
|--|-----------|----------|
| A. Work experience was full-time and continuous for at Least 12 months.          | _____ Yes | _____ No |
| B. Work experience occurred after high school graduation.                        | _____ Yes | _____ No |
| C. Work experience occurred prior to entering the College of Technology at BGSU. | _____ Yes | _____ No |
| D. Previous or current employer can provide documentation of employment.         | _____ Yes | _____ No |

If you answered yes to all four of the above statements and wish to pursue a CBE, please follow the following procedures:

**II. Discuss CBE procedures with the College of Technology Office of Cooperative Education. You are also advised to arrange an appointment with your major advisor to discuss the CBE option as it applies to co-op and your specific major.**

**III. Refer to the Co-op Manual for all CBE details.**

#### IV. Application Requirements

- A. The CBE for co-op credit cannot be accepted if this previous work experience has been used for another Credit By Examination or equivalent academic credit option.

**V. CBE Application Packet:** All parts of the application package will address your previous work experience.

**A. Application for Course Credit By Examination** completed and signed.

**B. Letter of Documentation\***

This letter must be completed on company letterhead, signed, and dated by appropriate personnel (E.g.: human resource manager, supervisor, etc.). The letter should include:

1. Starting and Ending (if applicable) dates of employment.
2. Your job title(s) during the listed dates of employment.

**C. Recommendation/Evaluation\*\***

This document must be completed by the company through one of these three methods:

1. A formal company performance evaluation
2. A letter of reference (could be incorporated into the Letter of Documentation)
3. A CO-OP Office issued Performance Evaluation Profile form.

**D. Cooperative Education Report.**

All objectives must be completed to reflect your previous work experience. CBE Report Guidelines can be found at:

<http://www.bgsu.edu/downloads/tech/file35188.doc>

#### VI. Submitting Credit By Examination Packet:

- A. Application package must be submitted during a semester in which you are enrolled in at Least two (2) semester hours of coursework.
- B. The application package must be submitted four weeks before the end of the semester of CBE submittal.
- C. Submit application package original and all modified versions to:  
College of Technology, Cooperative Education Program  
Bowling Green State University  
Technology Building, Room 102  
Bowling Green, OH 43403-0306
- D. Upon final approval of this application package, our office will send you a notification letter along with the approved application form. At that point, it will be your responsibility to process the application with the Office of Registration and Records, Room 110 Administration Building. Also at the time of approval, an \$80.00 processing fee (fee subject to change) will be added to your bursar account.

\* If your employer is no longer available or existing, tax documents can be used for verification.

This letter can be combined with V.C. in one single letter from a qualified Employer Representative.

\*\* This letter can be combined with V.B. in one single letter from a qualified Employer Representative.