

## APPLICATION FOR COURSE CREDIT BY EXAMINATION (CBE)

Date \_\_\_\_\_ BGSU ID# \_\_\_\_\_ Academic 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 289 (4 credit hours)      \_\_\_\_\_ TECH 389 (4 credit hours)      \_\_\_\_\_ TECH 489 (4 credit hours)

***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 _____	_____
Work Period (Month/Year) _____	Date enrolled in College of Technology at BGSU _____

Student's Signature _____	Student's Address _____	Phone _____
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**Approved By:**

Academic Advisor _____	Department Chair _____
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Director of Cooperative Education _____	College of Technology Dean _____
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Registrar or Designate _____	Date of Approval _____
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**Denied By:**

Name _____	Rationale _____
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## 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, Chapter V: The Exceptions, for CBE details.**

### IV. Application Requirements

Regardless of the amount of previous work experience, the following requirements/restrictions apply:

- A. Each College of Technology student is required to participate in at least one "LIVE" co-op.
- B. No more than 8 semester hours of CBE will be accepted or processed (no more than 4 semester hours for Associate Degree holders).
- C. 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. Application Package: All parts of the application package will reflect your previous work experience.**

- A. **Application** for Course Credit By Examination completed and signed.
- B. **Letter of Documentation** must be completed on company letterhead, signed, and dated by appropriate personnel (E.g.: human resource manager, supervisor, etc.).
- C. **Recommendation/Evaluation** 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/colleges/technology/coop/CBEguidelines.htm>

### VI. Submitting Application Package:

- 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:

Office of Cooperative Education  
College of Technology  
Bowling Green State University  
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, a \$80.00 processing fee (fee subject to change) will be added to your bursar account.