

Co-op Credit by Examination (CBE) Application

Please print clearly

Date: _____

Student: _____

ID #: _____

Email: _____@bgsu.edu

Phone: _____

_____ Initial here indicating you consulted (via email, face to face, or phone) with a faculty member from your major about CBE requirements.

Name of faculty member: _____ Date of initial Consultation: _____

Email of faculty member: _____

Requesting credit for TECH 2890 TECH 3890 TECH 4890

CBE Qualification:

To qualify for a CBE students must be able to answer "Yes" to **all** of the following:

1. Was your work experience related to your current major?
2. Did you work full-time (working at least 40 hours per week) and continuous (with no breaks in between) for at least 12 months?
3. Did your work experience occur after high school graduation and preferably related to your associates degree?
4. Did your work experience (which must be related to your current major) occur prior to entering the College of Technology?
5. Can your previous employer provide documentation of employment?

I understand the following Credit by Exam (CBE) policies:

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. an \$80.00 non-refundable fee will be assessed to the students bursar account for each CBE;
3. the CBE must be submitted during a semester in which I am currently registered for at least two semester hours;
4. the CBE must be completed within five (5) weeks prior to the end of the same semester which the CBE is submitted;
5. the CBE is not applicable to a course in which I have previously been enrolled;
6. the CBE is not applicable to a course that is a prerequisite for any course I have previously completed;
7. I cannot repeat the Credit by Examination procedure for the same course;
8. The CBE is graded on an S/U basis only.

By signing you confirm all information on this application is true, and agree with CBE processes and regulations.

Student's Signature: _____ Date: _____

Co- op Credit by Examination (CBE) Packet

Please print clearly

Date: _____

Student: _____

ID #: _____

Email: _____@bgsu.edu

Phone: _____

Name of facilitating faculty member: _____

Requesting credit for ___ TECH 2890 ___ TECH 3890 ___ TECH 4890

I submit the following as evidence that I am prepared to take the above course for Credit by Examination:
Please arrange the documents in the order outlined below:

1. Completed Credit by Examination (CBE) Application.
2. Documentation of Previous Work Experience. Documentation must be on company letterhead from the company (ies) you are using for your CBE experience.
 - a. Letter (s) verifying 12 month work experience with starting and ending (if applicable) dates of employment, job titles during the listed dates of employment, and the duties performed.
 - b. Letter(s) must be signed and dated by a human resource manager, supervisor or other appropriate person.
3. Recommendation/Evaluation of Work Experience. To be completed by the company using one of the three methods listed below:
 - a. Formal company performance evaluation for the 12 month period.
 - b. Letter(s) of Reference (this can be incorporated as an additional paragraph in the letter of documentation defined above).
4. CBE Cooperative Education Report (Found on the Co-op Web Page)
 - a. All objectives must be completed to reflect your previous work experience. CBE Report Guidelines can be found at: <http://www.bgsu.edu/technology-architecture-and-applied-engineering/cooperative-education-program/students/co-op-exceptions.html>

The completed CBE packet must be submitted to:

College of Technology, Architecture and Applied Engineering
Cooperative Education Program
102 Technology Building
Bowling Green State University
Bowling Green, Ohio 43403-0306

For information for electronic submission, contact the Cooperative Education Office
419-372-7581 or coop@bgsu.edu

Once the Cooperative Education Program receives the completed CBE packet, the packet will be forwarded to the appropriate faculty for grading.

By signing you confirm all information on this credit by examination is true, and agree with CBE processes and regulations.

Student's Signature: _____ Date: _____