Granting Credit by Exam

Students have the option of satisfying course requirements by examination. You can process test credit in a manner similar to transfer course credit. You can articulate the test credit to any term in which the student is active (that is, the student has a valid term activation) and can associate the test credit with any active class in the course catalog. These instructions will guide you through this process.

1.	Navigate to the **Records and Enrollment > Transfer Credit Evaluation > Test Credits - Manual**
2.	If the student has test credit of any kind, search for an existing record. On the **Find an Existing Value** page, enter the credit by exam data and click `Search`. If you receive the message, "no matching values found'" click the Add a New Value tab. On the Add a New Value page, enter the following information: • In ID, enter the student's CSUB ID • In Academic Career, select the academic career. • In Academic Institution, enter BKCMP • Click the `Add`.

Test Credits - Manual

Find an Existing Value	Add a New Value

ID: 999999999
Academic Career: Undergraduate
Academic Institution: BKCMP

`Add`

3.	On the **Test Credit Entry** page, enter the following information: • In the **Model Nbr**, leave the default value • In the **Transcript Level** box, select *Official* • In the **Academic Program** box, select the appropriate academic program using the 🔍 icon. • In the **Include in GPA** check box, make sure the box is checked. • IN the **Articulation Term**, select the appropriate term using the 🔍 icon.

Find | View All   First ◀ 1 of 1 ▶ L

Academic Career: UGRD   Undergraduate
Academic Institution: BKCMP   Cal State Univ., Bakersfield
*Model Nbr: 1
*Transcript Level: Official

Target Information

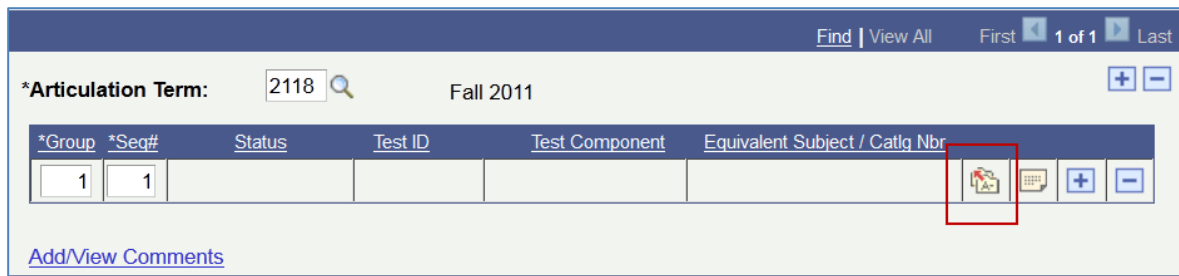*Academic Program: UBAC 🔍   UGRD - Baccalaureate   ☐ Include in GPA
Academic Plan: 🔍

Find | View All   First ◀ 1 of 1 ▶ Last

*Articulation Term: 2118 🔍   Fall 2011

4. Click the ⬚ icon to access the **Equivalent Course Information** page, where the test and course data are entered.

			Find	View All	First ◀ 1 of 1 ▶ Last

*Articulation Term: 2118 🔍 Fall 2011

*Group	*Seq#	Status	Test ID	Test Component	Equivalent Subject / Catlg Nbr
1	1				

Add/View Comments

5. The **Equivalent Course Information** page appears. In the **Test Credit Input** section, enter the following information:

- In the **Test ID** box, select the test id using the 🔍 icon
- In the **Component**, select the test component using the 🔍 icon
- In the **Data Source**, select *School*.
- In the **Test Date** box, enter the date the test was taken
- In the **Test Score** box, enter the earned test score.

Test Credit Input

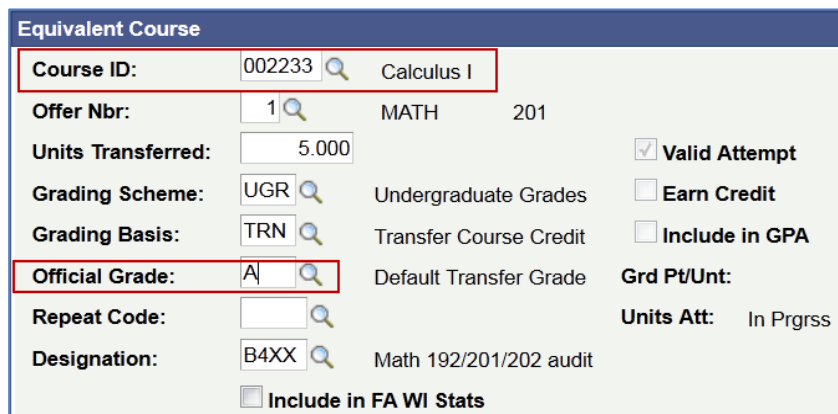|		
Test ID:	CLEP 🔍	CLEP
Component:	CL02 🔍	CLEP Calculus
Data Source:	School ▾	Test Score: 79.00
Test Date:	11/15/2011	Percentile:

6. In the **Equivalent Course** section, enter the following information:

- In the **Course ID** box, select the course id using the 🔍 icon. The Course ID is the Course ID number from the CSUB Course Catalog. The course information is brought in from the catalog.
- In the **Official Grade** box, select the grade corresponding to the earned test score using the 🔍 icon
- Click the ⬚ OK

Equivalent Course

Course ID:	002233 🔍	Calculus I
Offer Nbr:	1 🔍	MATH 201
Units Transferred:	5.000	☑ Valid Attempt
Grading Scheme:	UGR 🔍	Undergraduate Grades ☐ Earn Credit
Grading Basis:	TRN 🔍	Transfer Course Credit ☐ Include in GPA
Official Grade:	A 🔍	Default Transfer Grade Grd Pt/Unt:
Repeat Code:	🔍	Units Att: In Prgrss
Designation:	B4XX 🔍	Math 192/201/202 audit
	☐ Include in FA WI Stats	

7. Click the **Test Credit by Term** tab.

8.	On the **Test Credit by Term** page,
	• Click the button (*The Units Transferred gets populated*)
	• Click the [Post] button. (*The Model Status displays Posted*)
	• Click [Save]

9.	The test credit will display on the transcript as illustrated below: