

## **Recommended Process to Realize Credit by Exam (CBE) for Master's Degree Programs**

1. Master's degree programs that will adopt the CBE option must identify a limited number of graduate courses, explicitly shown in their official program curriculum, that students with pertinent professional experience may ask to get credit for. Such courses must have a publicly available syllabus that includes an explicit set of learning outcomes.
2. A student enrolled in a master's degree program who applies for CBE-based course credit must include a one-page document in their application to show:
  - (a) How their work experience has helped them acquire knowledge related to each learning outcome in the course. The student's resume must be attached to the application, showing employers, specific years of employment and job titles. OR
  - (b) How not-for-credit professional development course(s) taken previously may relate to the course that they are seeking credit for. A description of the course(s) along with official enrollment records must be included in the application.

A separate application must be submitted for each course a student is seeking credit for, with a limit of two applications per student. For each course learning outcome, the student must choose one of the following: Substantial knowledge; Average knowledge; Other (explain).
3. The decision to allow an applicant to be CBE-evaluated will be course-based and will be made by the academic program's graduate committee that oversees the concentration that the course is part of. The committee will review the details in the applicant's application to make its decision.
4. Upon the committee's approval to evaluate a student based on CBE, there will be two choices for the student to take an exam:
  - (a) The committee will compile questions for a written exam that will cover the majority of learning outcomes in the course (i.e., a comprehensive exam), or
  - (b) the committee will ask the student to take the final exam for the course at the same time with the other students in that class as long as the latter exam will be comprehensive.

To approve course transfer, the student must perform at the level of a B or higher grade.
5. With the academic Dean's approval, the academic department will ask the Office of Graduate Studies (GSO) to give credit to a student who is deemed qualified for course credit based on CBE evaluation.

### **Rigorous Assessment**

- The effectiveness of CBE will be assessed rigorously during the regular review process of pertinent academic programs. Assessment will involve statistics on student performance in subsequent courses in the curriculum that have the CBE-related courses as pre-requisites or co-requisites, as well as student graduation rates, time-to-graduation and CGPAs upon graduation.
- In the first five years of CBE implementation, this policy will be assessed yearly to make sure that any needed modifications will be carried out in a timely manner.