

# Student Services Manual (SSM)

## SSM 202–05: Comprehensive Examinations for Undergraduate Course Equivalence

Effective: 8/15/1957

Revised: 7/1/2019

### Purpose

To permit an undergraduate student to establish academic credit in a field in which he or she has gained experience or competence equivalent to an established undergraduate university course

### Sources

ASU *General Catalog*, “Comprehensive Examinations”

University Cashiering Services

Individual colleges within the university

### Applicability

To be eligible to apply to take a comprehensive examination to establish undergraduate course equivalence, a student must:

1. have earned not more than 60 semester hours of credit through comprehensive, CLEP, international baccalaureate, and advanced placement examinations
  2. have earned no credit for a duplicate course
- and
3. have earned no credit for a course for which this course is a prerequisite.

### Policy

An undergraduate student may apply to take a comprehensive examination to establish credit in a field in which:

1. the student’s experience or competence can be satisfactorily measured through a comprehensive examination
- and
2. the university offers courses that are listed in the current ASU *General Catalog*.

### Procedure

Responsibility	Action
Student	<ol style="list-style-type: none"> <li>1. Obtain an application for comprehensive examination for course equivalence and any applicable instruction sheet in the department that offers the course.</li> <li>2. Complete the application.</li> </ol>

	3. Meet with the academic advisor to request approval for taking the comprehensive examination and to determine if the credit by examination will meet degree requirements.
Advisor	4. Approve or disapprove the request.
	If not approved:
	5. Notify the student that the application has not been approved.
	If approved:
	6. Note in the student's departmental file both that the request was approved and how the credit will be used in the degree program. Ask the student to deliver the application to the department offering the course.
Student	7. Return the application to the department that offers the course.
Chair of department offering course	8. Review the application. 9. Approve or disapprove the application.
	If not approved:
	10. Notify the student that the application was not approved.
	If approved:
	11. Notify the student that the application has been approved.
Student	12. Pay fees and obtain a receipt at University Cashiering Services. 13. Deliver the receipt to the department offering the course.
Department offering course	14. Notify the course instructor to arrange for the examination.
Instructor	15. Contact the student to schedule the examination. 16. Prepare, administer, and grade the examination.
Department offering course	17. Send the results of the examination to: a. University Registrar Services  and  b. the student.
University Registrar Services	18. Verify that the student meets eligibility requirements. 19. Verify that the comprehensive examination form includes: a. a grade b. the instructor's signature

	<p>and</p> <p>c. an attached paid fee receipt.</p> <p>20. Adjust the student's academic record to reflect the examination results.</p>
Student	<p>21. Verify that the examination results are reflected under Grades &amp; Transcripts and Transcripts &amp; Test Scores, in the My Classes box of the <a href="#">My ASU</a> Web site.</p>