

# UNDERGRADUATE ENROLLMENT POLICIES

## Class Level

Undergraduate students are assigned a class level according to the following plan:

### Lower Division

Freshman: 0 - 29 semester units  
Sophomore: 30 - 59 semester units

### Upper Division

Junior: 60 - 89 semester units  
Senior: 90 or more semester units

## Credit by Examination

Students may challenge courses by taking examinations developed at CSU Dominguez Hills. Credit shall be awarded to those who pass them successfully.

### General Conditions

1. A registered student may receive credit by examination for courses in which he/she is eligible to enroll.
2. The student should contact the office of the appropriate department to initiate the procedure.
3. Each department will maintain a current listing of courses that may or may not be taken as credit by examination.
4. The student will select a traditional letter grade or CR/NC option, in accordance with policies applicable to regular course enrollment.
5. Credit by examination will not be given for course work that an academic department deems inappropriate or impossible to evaluate.
6. The same course can be taken only once as credit by examination.
7. Credit by examination will not be given for a course if the student has already received credit for a similar but more advanced course.
8. Units earned by credit by examination may not be used to fulfill the minimum residence requirement.

### Procedure for Courses Listed in the Class Schedule

1. The student enrolls in the course by the end of the first week of the semester.
2. The student completes a "Petition for Credit by Examination" form obtained from the Office of Admissions and Records and submits it to the department chair by the second week of classes.
3. The department verifies the student's eligibility for credit by examination, approves or denies the petition, and notifies the student. If approved, an examination appointment is scheduled prior to the end of the second week of the semester.
4. The student is notified by the instructor of the results of the examination during the third week of the semester. If the examination is passed, the grade is submitted to the Office of Admissions and Records by the end of the third week. The student's name will remain on the roster and the grade will appear on the semester grade report. If the examination is failed, the student has two options:

- a. for baccalaureate students only, remain enrolled in the course with the permission of the instructor and complete it according to standard procedure, or
  - b. officially drop the course before the end of the third week.
5. The course grade will appear on the student's permanent record with the other grades for the semester.
  6. The Vice President of Academic Affairs may waive any additional fees incurred by enrollment in the course taken for credit by examination if the student, through petition, can demonstrate that said fees create an unusual and significant hardship.

### Procedure for Courses Not Listed in the Class Schedule

1. The student completes a "Petition for Credit by Examination" form obtained from the Office of Admissions and Records and submits it to the department chair by the second week of classes.
2. The department verifies the student's eligibility for credit by examination, approves or denies the petition, and notifies the student. If approved, the department will add the class to the schedule for the semester, write in the schedule number on the top of the form and schedule an examination appointment prior to the end of the second week.
3. The student must officially add the class using the schedule number on a "Change of Program" form and pay any additional fees (unless waived by the appropriate dean, see #6 above) by the end of the third week.
4. The student is notified by the instructor of the results of the examination during the third week of the semester. If the examination is passed, the grade is submitted to the Office of Admissions and Records by the end of the third week. The student's name will remain on the roster and the grade will appear on the semester grade report. If the examination is failed, the student must officially drop the course by the end of the third week.
5. The course grade will appear on the student's permanent record with the other grades for the semester.

### Enrollment in Graduate Courses by Seniors

Students in their senior year may petition to take two courses that are not used to fulfill requirements for the bachelor's degree. Approval must be obtained from the appropriate graduate program coordinator prior to registration in order to receive graduate credit for courses taken in the senior year. Petitions are available in the Office of Admissions.