One Washington Square, IS228 San Jose, CA 95192-0039

PART 2: TO BE COMPLETED BY INSTRUCTOR

- 1. Students must have your approval to petition for Oredit By Examination (OBE). You may deny their request if the student is ineligible, if prerequisites have not been met, if their preparation is inadequate, if an examination is not feasible, or if the course is not eligible for OBE.
- 2. Fill out Part 2 only. The student must fill out Part 1. Return the completed form to the student.
- 3. Wait for notification from the Testing Office before beginning any work with the student on the exam.
- 4. Arrange a time and place for the exam. You may proctor the exam yourself, or the Testing Office can administer paper-based and/or electronic exams in IS228, as long as there is no lab component.
- 5. Once the exam has been completed, grade the exam and send final results to creditbyexam@sjsu.edu. Late submissions will significantly delay the posting of grades.

