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ATION POLICIES AND PROCEDURES

in Nutrition and Dietetics

in Nutrition and Dietetics (MS in ND) program and who has
may file for a maximum of 12 semester hours of *Credit by*
is designed for those students who did not earn graduate credit

for their internship/AP4 program or those students who earned graduate credit for their internship or AP4 program, but the credit is non-transferable or will be more than seven years old at the time the students graduates from the MS in ND.

CBE may be earned and applied only as follows:

- a) to fulfill the 12 hours of internship credits required on the Plan B internship option
- b) to fulfill the 6 hours of electives required on the Plan A thesis option. (Note: In this case, the student would be required to take the HEV 676 Summary (2 credits) exam, and either the HEV 674 Clinical (5 credits) or the HEV 675 Foodservice (5 credits).

STEPS TO BE FOLLOWED

1. The application should be completed by the student. Only the portion of the application above the double-line should be completed. (Note: Once your application has been processed, students have two weeks to complete the exam(s). Please do not submit your application until you are ready to take the exams.)
2. The CBE fee is at a rate of \$40 per credit hour or a total of \$480 for all 12 credit hours. Checks should be made payable to CMU.
3. The application should be mailed along with payment for the CBE to:

Candace Maylee
2075 Wightman Hall
Central Michigan University
Mt. Pleasant, MI 48859
4. Please allow up to six (6) weeks for processing of the CBE application.
5. Upon receiving approval to take the examination(s), the student will be notified of how to access the on-line examination(s).
6. Five credit hours each will be awarded upon successful completion of the clinical exam (HEV 674) and the foodservice exam (HEV 675). Successful completion of the summary exam (HEV 676) will result in earning 2 credit hours.
7. Each examination will be 100 multiple choice questions. A score of 73% (73 correct answers) or better is required to pass each exam. The exam score will be available upon completion of the exam. Two attempts at each exams are allowed, in the event a score of 73 is not earned on the first attempt. If a score of 73 is not obtained on the second attempt, the student will be required to earn the credits through completion of electives chosen in consultation with his/her advisor.
8. Credits earned through completion of the CBE process will be posted to the student's record within approximately three weeks.
9. Questions regarding the CBE process should be directed to Candace Maylee at maylee1ce@cmich.edu or 989-774-2613.