

## Academic Policies & Procedures

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### CREDIT BY CHALLENGE EXAM

#### POLICY

Each department faculty will determine the courses for which credit may be requested through a challenge exam in their department, and write a policy outlining prerequisites for admission to that exam. Eligibility can be based on life experience, previous coursework, and/or other appropriate qualifications.

The evaluation should be in a form or forms appropriate to the type of course, e.g., written/oral for lecture course, practical/written for laboratory course, clinical evaluation for clinical practicum.

Only matriculated students (full-time or part-time) will be eligible for challenge.

The maximum number of credits for which a student can accumulate challenge credits will be ten.

No student may sit for a challenge exam more than once in any one course.

No student may sit for a challenge exam in a course previously taken.

All eligible students will take the challenge exam at the time designated by the instructor.

A grade of less than "B-" (as determined by the instructor) on a challenge exam will indicate failure to challenge out of a course.

Each challenge exam must be reviewed yearly by the instructor and the results reported to the department chair/program director.

#### PROCEDURE

1. The student interested in pursuing credit by challenge exam must register for the course.
2. A student must initiate a request for challenge to the department chair/program director, or his/her designee, in which the course is offered. This must occur a minimum of two modules before the course begins, submitting at the same time appropriate evidence for justification. (Exception can be made for courses that begin in the first or second module following the student's matriculation.)
3. The student then obtains the signature of his/her advisor.
4. The student then submits the request with the above two signatures to the course instructor.

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5. The instructor will inform the student of the time and place at which the challenge exam will be given, as well as the objectives which the exam covers, the type of exam, and the criteria for assigning grades.
6. The challenge exam must be taken and graded before the course begins.
7. The instructor must report the results of the challenge on the petition form to the department chair/program director in which the course is offered, the department chair/program director of the student's program and to the assistant dean for student affairs.
8. The student's department chair/program director will then notify the student of the results of the exam.
9. When the assistant dean for student affairs has been notified that the student has passed the exam, the office of student services will be requested to delete the course, and at the end of the academic period, to enter the course as credit by examination with the appropriate grade.
10. A student who fails to successfully pass the challenge exam or fails to waive the course without credit will be required to proceed with the course.