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Owner Francis Arpan:  
Interim President  
Policy Area Division of  
Academics

## Course Challenge and Credit by Examination

### Purpose

To describe conditions under which a student may challenge a course.

### Policy

This policy describes credit by course challenge or credit by examination.

### Scope and Definitions

**Course challenge** refers to a student obtaining academic-credit for a course by demonstrating competence in its subject matter through appropriate means of assessment. An exam for a challenged course, for example, would be comparable to the final exam administered at the end of the regularly scheduled course. Except for courses requiring laboratories, any regularly offered course (either for General Education, the major, or for elective credit) may be challenged with the approval of the appropriate dean in the discipline in which the course is to be challenged. To challenge a course, a student must be in continuing status (currently enrolled or on an official leave of absence). A Challenge may be attempted only once for any given course.

**Credit by Examination** refers to a student obtaining academic-credit by demonstrating competence in its subject matter through standardized means such as Advanced Placement courses, ACT, or SAT scores.

### Procedure

- Students may receive credit for a course by passing a comprehensive challenge examination but cannot receive credit by examination for courses that they have failed. Students can challenge no more than 10 credit hours in pursuit of an associate degree and no more than 20

credit hours in pursuit of a baccalaureate degree.

- The student requests approval to receive credit by Special Examination from the course instructor and the Academic Dean for the department in which the course is offered.
- The course instructor identifies or develops a comprehensive examination for the course and identifies with the student a date for this exam.
  - English Department policy has two members of the Department grade the course, other than the instructor of record. If the two faculty members asked to grade do not agree on the outcome, a third faculty member is asked to grade the exam to break the tie. Also, for a more advanced course, more than one exam is required.
- On the date of the exam, the student completes the comprehensive exam which is graded by the instructor within a reasonable period of time.
- The student has the option of refusing to accept the credit hours and grade after learning the results of the examination. The student has the responsibility to contact the instructor to find out the results and arrange a meeting to sign the challenge that the grade is either accepted or rejected.
- The grade for the challenge exam is submitted to the Office of Registrar by the course instructor after the student has signed that the grade is accepted.

The transcript notation "Credit by Examination" or a letter grade for the course will be awarded for creditable performance on the examination, subject to the policy of the department awarding credit. No official record of unsuccessful challenges is kept.

## Sanctions and Notifications

Failure to comply could be grounds for discipline.

## Appeals and Deadlines

As noted in the policy.

## Recordkeeping Authority and Designation

## Vetting Process and Final Approval

### Approval Signatures

Step Description	Approver	Date
VPA initiates new or revises existing policy in policystat	Francis Arpan: Interim President	Pending