



Policy Title: Challenge Exam Policy

Policy Number: ACA.107

Policy Owner: VP for Academic Affairs

Responsible Office: Academic Affairs

Revision Date: 7/25/2017

1. Purpose and Scope

The purpose of this document is to outline the policy and procedures pertaining to challenge exams, which allow students to receive credit for a course through an exam. This procedure informs students regarding the required steps to take for a challenge exam.

2. Policy

Challenge exams allow students to earn credits for courses by demonstrating they have previously gained the necessary knowledge to complete the courses. These exams may include any or all of the following: a comprehensive exam, project, or research paper. Challenge exams are provided at the Department Chair's discretion. Students must pass the challenge exam in order to earn credit for the course. Challenge exams are administered by the Chair or faculty member of the department. Credits earned by challenge exams are applied as transfer credits with a grade of "T". Challenge exams do not affect the student's grade point average. Challenge exam for a course can only be taken once in a semester. The Challenge exam fee of \$300 must be paid prior to each attempt. Departments may have their own deadlines and requirements in addition to the items disclosed in this policy.

3. Procedures

The following steps must be taken to request and administer the challenge exams:

- Students must consult with their Department Chair regarding challenge exam requests.
- If approved, the student and Department Chair completes the challenge exam form
- Prior to taking the exam, the student must pay the non-refundable challenge exam fee of \$300 at the Bursar's Office. The Bursar's office will sign the challenge exam form validating payment received.
- Student will give the completed challenge exam form to the Department Chair and make arrangements with the Department Chair to take the exam.
- After the exam is administered, the examiner records the test results on the challenge exam form.
- If the challenge exam was successfully completed, the Department Chair submits the completed challenge exam form and a course transfer form, awarding credit for the course, to the Records Office.
- The forms will be scanned by the Records Office and sent to the Registrar's Office for processing.

4. Who Should Read This Policy

- Students
- Advisors
- Department Chairs
- Registrar's Office

5. **Related Documents and References**

- Records Office
- Challenge Exam Form
- Course Transfer Form



Challenge Exam Form

SECTION I

To be completed by Student:

Student Name: _____ ID# _____
First Name Last Name

Current Major: _____

I am requesting to take a challenge exam for the following course:

Course Number: _____ Course Title: _____

Student's Signature: _____ Date: _____

SECTION II

To be completed by Department Chair:

Challenge exam for the above student is **approved** for the following course:

Course Number: _____ Course Title: _____

Justification of Challenge Exam Approval: _____

Department Chair's Signature: _____ Date: _____

Section III

To be completed by Bursar's Office:

Challenge exam fee of \$300 must be paid to the Bursar's Office *prior* to taking the exam.

Bursar's Signature verifying fee was paid: _____ Date: _____

Section IV

To be completed by Examiner:

I have administered the challenge exam for the course listed above and I submit the following results:

PASS	
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FAIL	
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Examiner Signature: _____ Date: _____