

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE  
GRADUATE PROGRAM

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**TITLE OF POLICY:** CHALLENGE EXAMINATIONS/CREDIT BY COURSE EXAMINATION

**ORIGINAL DATE:** MAY 5, 1997

**LAST REVIEWED/REVISED:** FEBRUARY 2016

**POLICY:** Graduate students who have been admitted and matriculated in the School of Nursing may take challenge examinations/credit by course examinations under the conditions noted below.

- MSN/DNP core courses may not be challenged.
- The option of allowing students to challenge an area of concentration core course(s) is determined by the faculty member responsible for teaching the course and the area of concentration coordinators.
- The faculty member teaching the course and Area of Concentration coordinators will determine the options and criteria for the challenge of clinical courses. Students may challenge a clinical course one time only.
- Faculty responsible for teaching the course to be challenged will determine the content of the challenge examination.
- If a student fails that examination, the course must be taken.

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- PROCEDURE:**
1. Students wishing to take a challenge exam should discuss the option with their area of concentration Coordinator.
  2. Students need to obtain a “Credit by Course Examination” form from the Student Services Office:
    - a) The student completes top portion of the form
    - b) The faculty offering the course completes the course information section
    - c) The area of concentration Coordinator or designate signs and dates the form
    - d) The authorized individual in the Student Services Office signs and dates the form
    - e) The student submits the completed authorized form to the Cashier’s Office for payment
    - f) The student submits the form to the faculty member to arrange test date, time, and location
    - g) The faculty member submits the form to the Student Services Office with passing test results only.
    - h) The Student Services Office will post the grade.

Approved by Graduate Council: 04/81,

Revised: 96-97, 03-04, 10-11

Revisions Approved by Faculty 5/97, 05/04, 10/10, 01/13, 02/16