TITLE OF POLICY: CHALLENGE EXAMINATIONS/CREDIT BY COURSE EXAMINATION

ORIGINAL DATE: MAY 5, 1997

LAST REVIEWED/REVISED: FEBRUARY 2019

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.

- Courses core to any graduate program (MSN, DNP, PhD) cannot be challenged.
- The option of allowing students to challenge a course in a major/area of concentration core course(s) is determined by the faculty member responsible for teaching the course and the major/area of concentration coordinators.
- The faculty member teaching the course and major/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.

PROCEDURE:
1. Students wishing to take a challenge exam should discuss the option with their major/area of concentration Coordinator/Director.

2. Students need to obtain a “Credit by Course Examination” form from the office of Student Affairs and Alumni Relations (SAAR):
   a. The student completes top portion of the form
   b. The faculty offering the course completes the course information section
   c. The major/area of concentration Coordinator or designate signs and dates the form
   d. The authorized individual in SAAR 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 SAAR with passing test results only. For “passing” test results
   h. SAAR will post the grade.

Approved by Graduate Council: 04/81, 2/90 Revised: 96-97, 03-04, 09-10, 18-19
Revisions Approved by Faculty 4/95, 5/97, 05/04, 10/10