

## CHALLENGE EXAM PROCEDURE

*Challenge Exam: A practical/performance assessment in which a student demonstrates proficiency in the competencies of a course. The instructor sets up and administers the exam.*

A student must be accepted into a program before a challenge exam request can be honored. No more than twenty five percent (25%) of the credits required for graduation from a program can be earned through challenge exams.

An Individual requesting a challenge exam for a given course will need to adhere to the following process:

1. Request in writing (see Request Form on following page) a challenge exam from the instructor of the course. The instructor should notify the program counselor of this request within forty-eight (48) hours of receiving a Request from a student.
2. Request can be made as early as two (2) weeks prior to class starting and no later than within the first three (3) weeks of the start of the class.
3. No separate fee will be assessed as long as the student has already enrolled in the course. If the exam is administered prior to registration for the course, then a fee of twenty five percent (25%) of the course tuition will be assessed (similar to proficiency exams).
4. The instructor completes a competency checklist on the challenge exam performance completed by the student and submits it to the Registrar's Office (Room ECB113) as record of verification of student achievement. The date of the challenge exam is to be recorded on the documentation submitted. The instructor gives approval for the student to be officially dropped from the class effective the date of the exam.
5. Tuition will be refunded based on established state refund policies.

### **Student Record:**

Registration and Records will record the challenge exam results as vocational credit for the student's transcript. A grade of "VE" will be assigned, student earns credit toward graduation requirements; but, a "VE" grade is not calculated into the student's Grade Point Average (GPA).

CHALLENGE EXAM REQUEST FORM

Request must be made no sooner than two (2) weeks prior to class starting and no later than the third (3<sup>rd</sup>) week of the class being in session.

STUDENT NAME: \_\_\_\_\_ ID #: \_\_\_\_\_

Name of Program in which admitted (tentative or confirmed):  
\_\_\_\_\_

Challenge Exam Course Information:

- Course Title: \_\_\_\_\_
- Course Number: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Program Counselor: \_\_\_\_\_

Instructor Administering Challenge Exam: \_\_\_\_\_

Instructor must forward a copy of this Request to the program counselor within forty-eight (48) of receiving Request from student. Date forwarded to program counselor: \_\_\_\_\_

Verification of Satisfactory Completion of Challenge Exam

*(To be completed by instructor and submitted to the Registrar's Office)*

\_\_\_\_\_  
(Name of Student and ID)

has met the requirements of the Challenge Exam for \_\_\_\_\_

\_\_\_\_\_  
(Course Title, Number, and Credits)

\_\_\_\_\_  
(Instructor Signature)

\_\_\_\_\_  
(Date of Exam)