



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-3201
Origination:	July 1, 1986
Effective:	February 15, 2002
Reviewed:	August 7, 2007

SUBJECT: **Challenging a Course/Credit by Examination**

REFERENCE: **SCP-3201.A, Challenge Examination Form**

1. PURPOSE

To establish policy and procedures for writing and administering challenge exams and for assigning credit by examination.

2. SCOPE AND APPLICABILITY

This issuance applies to all students and full-time faculty members of Southern West Virginia Community and Technical College.

3. DEFINITIONS

None.

4. POLICY

- A. Full-time faculty within the division to which the course belongs will prepare, administer, and grade the challenge exam.
- B. In the event that the course to be challenged is not taught by a full-time faculty member, the Department Chair will appoint an adjunct faculty member to prepare, administer, and grade the challenge exam.
- C. The challenge exam will be comprehensive and will address the common course goals.
- D. To receive a grade of CR (credit) for the course challenged, the student must earn a minimum score as determined by the faculty in the academic division administering the exam. Typically, the passing score on a Challenge Exam will be 70% or higher as set by the faculty.
- E. No student may challenge a course more than once.
- F. A student cannot take a challenge examination for a course in which he/she is registered.
- G. A student may not challenge a course in which a grade other than “W” or “AU” was received.
- H. A student planning to transfer to another institution should contact the institution prior to taking the challenge examination to determine if the “CR” grade is acceptable for that particular course.
- I. Credit by challenge examination is not included in the calculation of a student’s instructional load

as it applies to the financial aid program of Southern.

- J. A challenge exam must be completed prior to the final date to withdraw from a course in the semester in which a student wishes to receive credit for the course.
- K. Because full-time faculty may not be available, Challenge Exams will not normally be administered during the summer months. Exceptions may be granted by the Chief Academic Officer when qualified faculty are available for such administration.
- L. Fees collected from the student for challenge exams will be deposited in the institution's general revenue fund. Any funds generated through challenge exams shall be credited to the academic division spending unit administering that exam.

5. BACKGROUND OR EXCLUSIONS

- A. For a traditional A.A., A.S., or A.A.S. degree, a maximum of 24 semester hours credit may be awarded from all non-traditional sources including but not limited to Challenging a Course/Credit by Examination.
- B. All previous procedures regarding the administration of challenge exams are superseded by this policy (*SCP 3201, Challenge Exam for Credit, Effective July 1, 1986, Revised September 1, 2000; Effective June 24, 2002, Revised February 15, 2002*).

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

- A. A student interested in challenging a course must submit a request for challenge exam to the appropriate Department Chair by the end of the third week of the semester in which the student plans to take the challenge exam.
- B. The Department Chair will assign faculty to write, administer, and grade the challenge exam.
- C. The Department Chair will inform the student of the faculty member to contact for scheduling the challenge exam.
- D. The student will be responsible for contacting the appropriate faculty member for scheduling the challenge exam.
- E. The student will pay the required fee at the time the request for the challenge exam is submitted.
- F. The faculty member assigned to grade the challenge exam will be responsible for reporting the grade to the Records Office.
- G. The Chief Financial Officer will be responsible for setting the fee for administering a challenge exam.

8. CANCELLATION

Replaces SCP 3201, *Challenge Exam for Credit*, (Effective July 1, 1986, Revised September 1, 2000; Effective June 24, 2002, Revised February 15, 2002).

9. REVIEW STATEMENT

This policy shall be reviewed on a three- year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed. SCP-3201 is scheduled for review during the 2010-11 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-3201.A, Challenge Examination Form

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Revision Notes: August 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.