

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3201**

SUBJECT: Challenging a Course/Credit by Examination

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

ORIGINATION: July 1, 1986

EFFECTIVE: January 12, 2018

REVIEWED: August 2017

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all students, all faculty members, and the Student Services Unit of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

- 4.1 Full-time faculty within the school to which the course belongs will prepare, administer, and grade the challenge exam.
- 4.2 In the event that the course to be challenged is not taught by a full-time faculty member, the School Chair will appoint an adjunct faculty member to prepare, administer, and grade the challenge exam.
- 4.3 The challenge exam will be comprehensive and will address the common course goals.
- 4.4 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 school administering the exam. Typically, the passing score on a Challenge Exam will be 70% or higher as set by the faculty. If credit is recommended, the grade assigned for the course will be CR. If not recommended for credit, no grade will be assigned.
- 4.5 No student may challenge a course more than once.
- 4.6 No student may take a challenge examination for a course in which he/she is currently enrolled.

- 4.7 No student may challenge a course in which a grade other than “W” or “AU” was received.
- 4.8 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.
- 4.9 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 the College.
- 4.10 The *Challenge Exam Request Form*, (SCP-3201.A), must be submitted by the student interested in challenging a course to the appropriate School Chair prior to the end of the third week of class during the semester in which the student plans to take the challenge exam.
- 4.11 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.
- 4.12 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.
- 4.13 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 school spending unit administering that exam.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 For a traditional A.A., A.S., or A.A.S. degree, a maximum of 24 credit hours may be awarded from all non-traditional sources including but not limited to Challenging a Course/Credit by Examination.
- 5.2 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*).

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 A student interested in challenging a course will submit a *Challenge Exam Request Form*, (SCP-3201.A), to the appropriate School Chair by the end of the third week of the semester in which the student plans to take the challenge exam.
- 7.2 The School Chair will determine whether or not the student is eligible to take the challenge examination.
- 7.3 The student will pay the required fee at the time the *Challenge Examination Request Form*, (SCP-3201.A), is submitted.
- 7.4 The School Chair will assign faculty to write, administer, and grade the challenge exam. (SCP- 3201.A).

- 7.5 The School Chair will inform the student of the faculty member to contact for scheduling the challenge exam by providing the student with a completed copy of SCP-3201.A.
- 7.6 The student will be responsible for contacting the appropriate faculty member for scheduling the challenge exam. The student must contact the appropriate faculty member by the end of the fifth week of the semester in which the student plans to take the challenge exam.
- 7.7 Upon contact initiated by the student, the faculty member assigned to complete the challenge examination request will be responsible for writing, scheduling, administering, and grading the challenge examination prior to the course withdrawal deadline during the semester in which the challenge examination request is submitted.
- 7.8 The faculty member is responsible for completing Part B of the *Challenge Examination Results Form*, (SCP3201.B), and forwarding the form to the School Chair.
- 7.9 The School Chair is responsible for obtaining the post-evaluation required signatures and forwarding the challenge examination results form, SCP-3201.B, to the Office of Admissions and Records.
- 7.10 The Office of Admissions and Records is responsible for updating the student's transcript and academic history to reflect the information provided by the *Challenge Examination Results Form*, (SCP-3201.B). The academic history update should include providing a record of the challenge examination score and whether or not credit was granted on the test score information screen in BANNER.
- 7.11 Vice President for Finance and Administration will be responsible for setting the fee for administering a challenge exam.

SECTION 8. CANCELLATION

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

SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined 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.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-3201.A, *Challenge Examination Request Form*

SCP-3201.B, *Challenge Examination Results Form*

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: October 2012 – Revisions provide clarity and reflect changes in management responsibilities. SCP-3201.A was revised and a new form, SCP-3201.B, was added to the policy. The policy was reformatted into the new policy template.

August 2017 – Revisions provide clarity and reflect a change from Department to School. SCP-3201.A and SCP-3201.B were also revised.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3201.A**

SUBJECT: Challenge Examination Request Form
REFERENCE: SCP-3201, *Challenging a Course/Credit by Examination*
EFFECTIVE: January 12, 2018
REVIEWED: August 2017

PART A: TO BE COMPLETED BY THE STUDENT

Student: _____ ID: _____

Request credit in _____ for _____ credit hours.

If challenge exam taken previously, so indicate: Yes No If yes, when? _____

If course taken previously, so indicate: Yes No If yes, when? _____ Grade assigned _____

If currently enrolled in course, so indicate: Yes No

PART B: TO BE COMPLETED BY THE SCHOOL CHAIR

School Chair _____ Date(s) of consultation with student _____

Student is eligible for challenge examination: Yes No If no, explain _____

Faculty to perform evaluation: _____

Contact information: Campus _____ Phone _____ E-mail address _____

*Required signature: _____
School Chair Date

1. No student may take the Challenge Examination for a course more than once.
2. No student may take the Challenge Examination for a course for which he/she has received a grade other than W or AU.
3. No student may take the Challenge Examination for a course in which he/she is currently enrolled.
4. If credit is recommended, the grade assigned for the course will be CR. If not recommended for credit, no grade will be assigned.
5. A non-refundable fee per credit hour is assessed for this service prior to taking the examination. (This fee is not included in the College's tuition).
6. Challenge examinations are not included in the calculation of a student's instructional load as applied to financial aid programs at the College.
7. If planning to transfer to another institution, the student should consult the receiving institution concerning transferability of credit by Challenge Examination.
8. Parts A, B, and C must be completed prior to the administration of the challenge examination

PART C: TO BE COMPLETED BY THE BUSINESS OFFICE

Upon payment, the student is to return this form to the School Chair for required signature.

<p>FOR OFFICE USE ONLY</p> <p>\$ _____ Fee Received <input type="checkbox"/> Cash <input type="checkbox"/> Check</p> <p>Date of Payment: _____</p> <p>Card: <input type="checkbox"/> VISA <input type="checkbox"/> M/C <input type="checkbox"/> Other: _____</p> <p>Card #: _____</p> <p>Expiration Date: _____</p>
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*This form is filed in the student's file in the Records Office.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3201.B**

SUBJECT: Challenge Examination Results Form
REFERENCE: SCP-3201, *Challenging a Course/Credit by Examination*
EFFECTIVE: January 12, 2018
REVIEWED: August 2017

PART A: TO BE COMPLETED BY THE SCHOOL CHAIR

Student: _____ ID: _____

Request credit in _____ for _____ credit hours.

School Chair _____

Dates(s) of consultation with student _____

Student is eligible for challenge examination: Yes No If no, explain _____

PART B: TO BE COMPLETED BY THE FACULTY

Date on which contact was initiated by student: _____

Evaluation by: _____
Faculty Member Date of Evaluation

Attach this form to the student's exam along with a narrative describing the evaluative process.

Minimum score required for passing: _____ Student's exam score: _____

Recommended for credit: Yes No If yes, number of credit hours: _____

Faculty Signature: _____ Date _____

PART C: POST-EVALUATIVE REQUIRED SIGNATURES

Approved by: _____
School Chair Date

Approved by: _____
Chief Academic Officer Date

Approved by: _____
Registrar Date