

JOHNSON COLLEGE CHALLENGE EXAM

Johnson College allows full-time students, who are currently enrolled in a course and who feel they have adequate knowledge of the subject, an opportunity to request being awarded credit by examination.

To complete a course under this policy, a student must make arrangements with the class instructor and obtain approval by the appropriate department chairperson, the Vice President of Academic Affairs, and the Registrar. Students should submit a completed Challenge Examination Form (obtainable from the Registrar's Office or under the Forms section of the Registrar's webpage). The fee for taking the Challenge Exam is \$100 and must be paid prior to the examination. Students who do not have a receipt from the Business Office will not be allowed to sit for the examination.

The college will not allow more than three full-course equivalents completed by Challenge Examination to count toward a degree, unless the Vice President of Academic Affairs approves a request based on a demonstrated hardship. Students wishing to seek credit for courses by this method must arrange for testing to take place prior to completion of the third week of classes.

Challenge Examination Guidelines

Eligibility:

1. Participation is limited to full-time students matriculating at Johnson College.
2. Challenge credit will not be awarded if a student:
 - a. has previously taken (passed or failed) a similar course in college;
 - b. has previously taken a Credit by Examination for the course;
 - c. has previously received a grade for a higher-level college course in the same subject (or passed any course for which the challenged course is a prerequisite).
3. Students may not be enrolled in the course (or one of higher level) for which they are taking a Challenge Examination after the third week of a semester.

Grading and Academic Standing:

1. Students will receive an A - F grade for all courses using Challenge Examination. Grades A through F will be included in the calculation of the student's grade point average and appear on the transcript.
2. A student may elect to enroll in a course for which a Challenge Examination was taken. If the student elects to enroll in the course, they can have the grade deleted. The student must inform the Registrar's Office of this decision.

Application and Fees:

1. The Challenge Examination Application certifying a student's eligibility to take the examination must be signed by the student, department chairperson, VP of Academic Affairs and the Registrar before the exam is taken.
2. The fee for Challenge Examination is one hundred dollars (\$100.00). Fees are non-refundable and must be paid at the Business Office before the examination is taken. Exam proctors will require proof of payment in advance.

Academic Requirements:

1. Credit by Examination credits may be included in the Credit Residence Requirement.

Academic Departments:

1. Each department determines the courses for which it will offer Challenge Examinations.