



Challenge Exam

1. PURPOSE

This procedure establishes the guidelines for the administration of challenge exams for prior learning credit at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. APPLICABILITY

This procedure is applicable to all students seeking academic credit for prior learning aligned with the content of credit-bearing courses.

3. ASSOCIATED POLICIES AND DOCUMENTS

3.1 CLDR-1010: Policy Review Schedule

3.2 NPRC-3250: Academic Program Completion Requirements for Students

3.3 NPRC-9515: Prior Learning Credit

3.4 FORM-9515-01: Challenge Examination Request, Payment, Administration, and Reporting Form

3.5 SCED-1050: Record Retention Schedule

4. DEFINITIONS

4.1 A Challenge Exam is an assessment that comprehensively evaluates a student’s mastery of course content.

5. PROCESSES, TIMELINES, AND RESPONSIBILITIES

5.1 Students will consult their Student Engagement Specialist regarding eligibility to request a challenge exam.

5.1.1 Students may not take a challenge exam for a course in which they are currently enrolled.

5.1.2 Challenge exams are unavailable for some courses, including, but not limited to, courses which require laboratory work, field experience, or clinical experience.

5.1.3 The number of academic credit hours awarded for PLC is limited by graduation residency requirements as outlined in NPRC-3250: Requirements for Graduation.

- 5.1.4 If planning to transfer to another institution, students should consult the receiving institution concerning transferability of credit by Challenge Exam.
- 5.2 To request a challenge exam for prior learning credit, a student must complete FORM 9515-01: Challenge Examination Request, Payment, Administration, and Reporting Form Part A.
 - 5.2.1 A non-refundable fee of \$25 per credit hour is assessed prior to exam administration.
 - 5.2.2 Requests must be received prior to the deadline for submission of midterm grades for the term for which the request is submitted.
- 5.3 Deadlines related to form completion:
 - 5.3.1 Part A of the Challenge Examination Request Form must be received prior to the deadline for the first submission of progress grades in the term for which the request is submitted;
 - 5.3.2 Parts B and C of the Challenge Examination Request Form must be completed prior to the midterm grade submission deadline in the term for which the request is submitted; and
 - 5.3.3 Part D of the Challenge Examination Request Form must be completed prior to the final grade submission deadline in the term for which the request is submitted.
 - 5.3.4 Part E of the Challenge Examination Request Form must be completed and notification sent to the faculty member designated for the exam within 24 hours of receipt.
- 5.4 Challenge Exams may be unavailable for request and administration during summer terms.
- 5.5 Challenge exam requests will be reviewed by the appropriate Academic Director who will assign the development and evaluation of the requested challenge exam to the appropriate faculty member(s).
- 5.6 Challenge exams may be administered in-person at an NPRC instructional location or site with a live proctor or via NPRC's online proctoring service at the discretion of the appropriate Academic Director and must adhere to the guidelines established by the assigned faculty member(s).
- 5.7 The assigned faculty member(s) will grade the challenge exam in accordance with the established criteria and report the results to the Office of the Registrar.
- 5.8 The Office of the Registrar will communicate the results of the exam with the student and the Appropriate Academic Director.
- 5.9 The Office of the Registrar will retain the completed FORM-9515-01: Challenge Exam Request Form in accordance with SCED 1050: Records Retention Schedule.
 - 5.9.1 If credit is recommended, the grade assigned will be CX. Otherwise, no grade will be assigned.

5.9.2 Credit hours earned by challenge exam are not included in the calculation of a student's GPA.

6. REVIEW STATEMENT

Procedures are reviewed as needed or when the related policy is reviewed in accordance with CLDR-1010: Policy Review Schedule.

7. APPROVAL

Signature on file

Name

Title

Date