



POLICY FOR CLEP

AND

PROCEDURES FOR COURSE
CHALLENGES

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General Policy for the College-Level Examination Program (CLEP)

Through College-Level Examination Program (CLEP), students may earn college credit for knowledge acquired outside the classroom. CLEP examinations measure the student's mastery of college-level, introductory course content in a wide range of disciplines. Students meeting the credit-granting score standard will earn the credits and course exemptions listed in the table on page 4.

A maximum of 60 semester hours of credit, referred to as transfer credit, will be granted for work completed through the College-Level Examination Program (CLEP), the College Entrance Examination Board Advanced Placement Program, International Baccalaureate (IB) Program, credit for coursework satisfactorily completed at other colleges or universities, or departmental challenge examinations.

CLEP Subject Exam Credit for Degree-Seeking Students

The Office of the Registrar processes CLEP scores for individuals who are admitted or currently enrolled as degree-seeking students at CNU. Credit for qualifying CLEP scores is recorded on the student's permanent record (transcript) as transfer credit. Please note the following limitations:

- CLEP credit cannot replace equivalent course work completed with a grade of C- or higher.
- A CLEP subject examination may not be taken once college level credit has been attempted in the same discipline. Example: When BIOL 211 or any upper-level BIOL course credit has been attempted (any enrollment) or posted to the transcript, the General Biology Subject Examination may not be taken for BIOL 107/108 credit or for lower-level elective credit.

Prior to registering through the College Board's testing center to take a CLEP exam, the student should thoroughly review this CNU CLEP Guide. A list of the limited number of subject exams accepted for credit is included in this guide. The student must obtain prior approval to take the CLEP exam for CNU credit by requesting permission to take a CLEP exam. To do so, the student should submit the ***Request to Take CLEP Exam for CNU Credit*** form available on the Registrar's website. After obtaining prior approval and completing the exam, the student should present a copy of the official CLEP score report from the College Board to the Office of the Registrar. Only the credit and the course will appear on the student's academic transcript.

CLEP Score Reports for Individuals not enrolled at CNU

After two years, CLEP score reports which have been received from individuals who have never enrolled at the University are discarded. When an individual who is not enrolled at CNU sends a CLEP score report to the University and within two years of the report's receipt enrolls for classes as a degree-seeking student, the Office of the Registrar will evaluate the score report. Any credit which is authorized by the Registrar is then recorded as transfer credit on the student's permanent record.

Descriptions of CLEP Examinations

CNU accepts a limited number of subject exams as listed in this document. Subject examinations cover material taught in undergraduate courses with a similar title at most colleges and universities. Each subject examination is 90 minutes long and is composed of multiple-choice questions to be answered in two separately timed sections. Please refer to the table on page 4 for a complete list of subject examinations accepted by CNU. Only those examinations listed in the table will be considered for credit for students seeking a degree from CNU. Examinations which do not appear in the table will not provide credit at CNU.

Testing Centers

Christopher Newport University does not administer CLEP examinations. Students may request information about the examinations, test dates, and fees by accessing the College Board's CLEP test centers website.

Additional Information

CLEP credit cannot be used to replace course work that appears on the student's CNU transcript. **Three** months must have elapsed since a test was first taken before it may be repeated for credit at CNU.

Important Notice

CNU students have the responsibility to review and understand the policies and requirements of Christopher Newport University which govern and affect the use of CLEP tests. The CNU Undergraduate Catalog, chair of the student's major department or faculty advisor and the Registrar's Office are sources of information about using credits from CLEP examinations to fulfill CNU degree requirements. Christopher Newport University reserves for itself and its departments the right to supplement, withdraw or change this publication. Interpretation of matters represented in this publication is the responsibility of the Provost.

Christopher Newport University does not discriminate in admission, employment or any other activity, on the basis of race, gender, color, age, religion, veteran status, national origin, disability, sexual orientation or political affiliation. The University complies with all applicable state and federal constitutional provisions, laws and regulations concerning discrimination. Anyone having questions concerning these laws should contact the Director of Title IX and Equal Opportunity.

CLEP Subject Examinations Considered for Credit by CNU

Please note the following limitations:

- CLEP credit cannot replace equivalent course work completed with a grade of C- or higher.
- A CLEP subject examination *may not* be taken once college level credit has been attempted in the same discipline. For example, when BIOL 211 or any upper-level BIOL course credit has been attempted (any enrollment) or posted to the transcript, the General Biology Subject Examination may not be taken for BIOL 107/108 credit or for lower-level elective credit.

CLEP Examination Title	Minimum Acceptable Score	Credit Granted for Acceptable Score	CNU Equivalent Course(s)
American Government	50	3	POLS 101
Biology	50	6	BIOL 107 and 108 No lab credit awarded
Calculus	50	4	MATH 140
Chemistry	50	6	CHEM 121 and 122 No lab credit awarded
College Algebra	50	3	MATH 110 Does not fulfill Liberal Learning Foundations Mathematical Literacy requirement
Financial Accounting	50	3	ACCT 201
Information Systems	50	3	CPSC 125
Introductory Sociology	70	3	SOCL 205
	50	3	Lower-level SOCL elective credit
Precalculus	50	3	MATH 130
Principles of Macroeconomics	50	3	ECON 201
Principles of Microeconomics	50	3	ECON 202

Challenging a University Course

Course challenges are not available in all subject areas. Only those courses that do not appear on the student's CNU permanent academic record, or on any other college transcript, may be challenged. A given course may be challenged only once. When a course is successfully challenged, the non-traditional credit will be posted to the CNU permanent academic record. Other subject area course challenge specifics and limitations are listed on the following pages. Please note that there is a challenge fee associated with this opportunity to earn non-traditional credit.

Detailed instructions appear on the *Permission to Challenge a Course Form* which is available either at the Office of the Registrar's front desk or online at the Registrar's website:

http://cnu.edu/registrar/_pdf/cnu-form-permission_to_challenge_a_course.pdf

BIOLOGY

- A. A student may challenge only the following biology courses:
 - **BIOL 107, 108, 111, 115, 211, and 313.**
- B. A student may challenge a particular course *only* once.
- C. Courses may be challenged during either the fall or spring semester but must be challenged at least one full semester prior to the student's graduation. Courses may not be challenged during the summer terms.
- D. **Challenge Procedures:**
 - a. Students should address all inquiries concerning course challenges to the department chair.
 - b. The department chair will refer the student to the instructor who teaches the course being challenged.
 - c. The instructor will administer the appropriate examination(s).
 - d. The instructor will grade the challenge examination and submit the results to the department chair.
 - e. The chair will review the results and submit to the Office of the Registrar, in writing, the names of all successful challengers and the respective courses challenged.

CHEMISTRY

- A. A student may challenge only the following biology courses:
 - **CHEM 103, 104, 121, and 122**
- B. A student may challenge a particular course *only* once.
- C. Courses may be challenged during either the fall or spring semester but must be challenged at least one full semester prior to the student's graduation. Courses may not be challenged during the summer terms.
- D. **Challenge Procedures:**
 - a. Students should address all inquiries concerning course challenges to the department chair.
 - b. The department chair will refer the student to the instructor who teaches the course being challenged.
 - c. The instructor will administer the appropriate examination(s).
 - d. The instructor will grade the challenge examination and submit the results to the department chair.
 - e. The chair will review the results and submit to the Office of the Registrar, in writing, the names of all successful challengers and the respective courses challenged.

COMMUNICATION

Department of Communication courses are not eligible for challenge.

ECONOMICS

- A. A student may challenge most economics courses, with the exception of ECON 303, 304, any writing intensive, seminar, independent study, or special topics course.
- B. The student must successfully complete the challenge not later than the next-to-last week of the semester in order to receive credit.
- C. Courses may not be challenged during the summer terms.
- D. **Challenge Procedures:**
 - a. The student should address all inquiries concerning course challenges to the department chair who will determine the appropriate faculty member to administer the challenge.
 - b. The challenge will be comprehensive and may be the final course examination if that is comprehensive enough and of sufficient depth.
 - c. If the course challenged includes usage of computer software to solve problems and perform analysis, the student will be required to complete such problems and analysis in order to demonstrate proficiency with the software.
 - d. The faculty member will administer and grade the challenge assignment(s) and submit the results to the department chair.
 - e. The department chair will review the results and submit to the Registrar, in writing, the names of the successful challengers and the respective courses challenged.

ENGLISH

Department of English courses are not eligible for challenge.

FINE ART & ART HISTORY

Department of Fine Art and Art History courses are not eligible for challenge.

HISTORY

Department of History courses are not eligible for challenge.

LEADERSHIP & AMERICAN STUDIES

Department of Leadership and American Studies courses are not eligible for challenge.

LUTER SCHOOL OF BUSINESS

- A. A student may challenge some business, management, and marketing courses.
- B. The following courses are *not eligible* for challenge: BUSN 418, accounting, finance, writing intensive, seminar, independent study, and topics courses.
- C. The student must successfully complete the challenge not later than the next-to-last week of the semester in order to receive credit.
- D. Courses may not be challenged during the summer terms.
- E. **Challenge Procedures:**
 - a. The student should address inquiries directly to the Director of the Luter School of Business, who will coordinate the identification of a specific instructor to administer the challenge.
 - b. The challenge will be comprehensive and may be the final course examination if that is comprehensive enough and of sufficient depth.
 - c. If the course challenged includes usage of computer software to solve problems and perform analysis, the student will be required to complete such problems and analysis in order to demonstrate proficiency with the software.
 - d. The faculty member will administer and grade the challenge assignment(s) and submit the results to the director. There is no appeal to the pass/fail evaluation by the instructor.
 - e. The director will review the results and submit to the registrar, in writing, the names of the successful challengers and the respective courses challenged.

MATHEMATICS

- A. The following courses are *not eligible* for challenge: MATH 301, 295/395/495 (special topics), and 490.
- B. A student may not challenge a course that is earlier in the prerequisite chain for a course the student has successfully completed or is currently taking.
- C. A student may challenge a particular course *only once*.
- D. Course challenges may be arranged in the first half of the fall and spring semesters, i.e. prior to Fall Break and Spring Break respectively. Course challenges outside those time windows are at the discretion of the department chair.
- E. **Challenge Procedures:**
 - a. Students will address all inquiries concerning course challenges to the department chair.
 - b. The department chair will arrange for the appropriate examination to be administered. An appropriate examination (within the past academic year) will usually constitute a recent final exam (within the past academic year).
 - c. The department chair will arrange for a professor to grade the examination, usually the author of the examination. When the author is not available, the department chair may substitute another qualified professor. **For a challenge to be successful, the student must earn a minimum grade of a C- on the final exam.**
 - d. The grading professor will submit the examination results to the department chair.
 - e. The department chair will review the results and submit to the Office of the Registrar, in writing, the outcome of the challenge.

MODERN & CLASSICAL LANGUAGES & LITERATURES

Department of Modern and Classical Languages and Literatures courses are not eligible for challenge.

MUSIC

A. A student may challenge only the following music courses:

- **MUSC 209 and 211**

B. Challenge Procedures:

- a. The student should address all inquiries concerning course challenges to the department chair, who will determine the appropriate faculty member to administer the challenge.
- b. Special departmental permission is required to challenge a course during the summer session.
- c. The faculty member teaching the course will determine the test content.
- d. The test will be administered at a mutually convenient time.
- e. The faculty member has the responsibility of determining if the challenge was successful.

NEUROSCIENCE

Neuroscience Program courses are not eligible for challenge.

PHILOSOPHY & RELIGION

A. A student may challenge only the following philosophy courses:

- **PHIL 101, 201, and 202**

B. Challenge Procedures:

- a. Students should address all inquiries concerning course challenges to the department chair.
- b. A course can be challenged only in a semester when it is being taught.
- c. No student who has enrolled in a course may challenge the course.
- d. The department chair will refer the student to the instructor responsible for challenges of the course.
- e. The examination will be the equivalent of a comprehensive examination for the course and the student must receive a grade of C- or higher to receive credit for the course.
- f. The student wishing to challenge a course or courses must notify the department chair no later than the third week of the semester.
- g. The challenge examination will be held during the final examination period.

PHYSICS, COMPUTER SCIENCE & ENGINEERING

A. A student may challenge only the following physics and computer science courses:

- **PHYS 151, 152, 201, and 202**
- **CPSC 150** (CPSC 150L will be waived) and **CPSC 250** (CPSC 250L will be waived)

B. **Challenge Procedures:**

- a. Students should address all inquiries concerning course challenges to the department chair.
- b. The department chair must receive requests for challenges before the semester begins in which the course is to be taught.
- c. Challenges are permitted in either the fall or spring semester, whenever the course to be challenged is being taught. A signed, written request must be submitted by the student to the department chair. Laboratories or the laboratory portion of a course may not be challenged except under unusual circumstances.
- d. The department chair will appoint an instructor to administer the challenge.
- e. The instructor will either have recently taught the course or is teaching the course in the current semester.
- f. The student must complete all appropriate papers/assignments as determined by the instructor.
- g. The final examination must be taken during the final examination period and other assignments must be completed prior to the beginning of the examination period.
- h. **The student must take the final examination and achieve a grade of C or better.**

POLITICAL SCIENCE

Department of Political Science courses are not eligible for challenge.

PSYCHOLOGY

A. A student may challenge only the following psychology courses:

- **PSYC 201, 202, 207, 208, 303, 304, 309, 312, 314, and 315**

B. **Challenge Procedures:**

- a. Students considering a course challenge should first discuss the matter with the department chair.
- b. Requests to challenge a course must be made in writing to the department chair before the end of the third week of the semester.
- c. Courses can only be challenged in semesters and terms when the course is being offered. Courses may be challenged during the fall or spring semester but must be challenged at least one full semester prior to the student's graduation. Upon deciding to challenge a course, the student pays the challenge fee then submits a written request to the department chair. The student will produce a copy of the receipt for the fee to the department chair. The chair will then assign an instructor who will evaluate the challenge.
- d. The assigned instructor and the department chair will agree on a plan of action that will be required for the completion of the challenge, and this plan will be presented to the student in written form. The requirements for the challenge are the responsibilities of the assigned instructor and the department chair. The assigned instructor will administer the challenge procedures and assess the student's performance, completing the procedure by submitting the appropriate reporting documents.
- e. A student may challenge a course *only* once.
- f. All of the challenge requirements must be completed by the final examination period of the semester in which the challenge is being attempted.
- g. **Students must demonstrate proficiency of the required material at the grade of B- or better to successfully challenge a course.**

SOCIOLOGY & ANTHROPOLOGY

- A.** A student may challenge most sociology and anthropology courses, with the exception of SOCL 480, 491, 492, and 499.
- B.** Geography courses may not be challenged except under exceptional circumstances. Such cases will be reviewed on an individual basis
- C. Challenge Procedures:**
 - a. Students should address all inquiries concerning course challenges to the department chair.
 - b. To successfully challenge a course, students must successfully complete all exams and other evaluative measures (including papers) or their equivalent, used in the course.
 - c. Prior to taking the exams each applicant must be interviewed by a department panel consisting of not less than two department members.
 - d. Unless other arrangements are made, challenge exams will take place only during the final exam given for the course challenged.
 - e. Application to challenge must be made to the department chair no later than one month preceding the date of the final examination for that course. No challenges may be made during the summer sessions.

THEATER & DANCE

Department of Theater and Dance courses are not eligible for challenge.