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**Conducting the Challenge Examination**
Faculty members may conduct the course challenge examinations by any combination of oral or written examination or by assignment of a scholarly paper, whichever is most appropriate to the subject matter. If the faculty member conducts the challenge examination using telephone discussions, arrangements should be made for the student to initiate contact at a scheduled date and time. Test questions are to be prepared beforehand and oral examinations recorded for later review, if possible. In any case, faculty members are expected to document the oral examination by journal notations, at the very least, and provide this documentation for the permanent record.

If faculty members use an essay type written examination, the test may be conducted in an open book fashion, with the questions requiring the student to demonstrate the ability to conceptualize within the subject matter at higher levels of cognition, to avoid simple reiteration. If mentors assign a course paper as a challenge examination, the written document should conform to acceptable manuscript style. Guidelines for such papers should require the student to express learning at higher levels of understanding, demonstrating an ability to explore the issues in a creative manner and answer complex and probing questions.

Upon completion of the challenge examination, faculty members prepare and send a written determination to the student. If the student has successfully passed the examination, a course grade is assigned and course credit is awarded via submission of the University’s course grade report. Faculty reviewers are expected to submit the supportive documentation of the challenge examination to the University headquarters for archival storage in support of the student's program.

**Failure of Challenge Examinations**
If the student has not successfully passed the examination, a letter of determination prescribes a corrective action plan that must be completed to receive course credit. Should the student wish to complete the action plan, an additional fee is assessed per credit for re-examination. In all cases, challenge examinations, together with any assigned corrective action plans, should be completed within the maximum time allowed for the course.

The corrective action plan may include additional text and journal readings, and other exploratory activities that serve to prepare the student for reexamined. Once the student has successfully responded to the corrective actions, and has passed re-examination, a final grade and course credit will be assigned.

**Timeline for Credit Transfer, Challenge and Portfolio Assessments**
Students interact with their primary faculty advisors or their Committee Chairs during the student plan activity that immediately follows formal Registration, to determine the eligibility of transfer credits, and to approve and schedule the time frame for challenge examinations or portfolio development and reviews. While these matters may be explored briefly between students and their primary faculty advisors prior to registration, the credits are never fully agreed upon or awarded before the actual approval of the study plan.

Should a student benefit from credits earned from transfer credits, the credits are formally approved and applied as a part of the study plan approval process. The University awards a $100 per credit tuition reduction award for approved transfer credits from eligible classes completed at outside accredited universities and colleges. No tuition reduction is awarded for credits earned from passing challenge examinations or successful portfolio reviews. These may speed the student's progress through the degree process but do not impact the tuition, as faculty undertake substantial activities in conducting these reviews.