

# **Christopher Newport University**

## **Policy for CLEP and Procedures for Course Challenges**

## **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 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.

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 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 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**

There are two categories of CLEP exams: General and Subject. CNU accepts one general examination: College Mathematics. The College Mathematics examination is 90 minutes long and consists entirely of multiple-choice questions to be answered in two separately timed sections.

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.

If a student has credit for two or more courses from any department or departments whose courses satisfy a particular degree requirement, the student may not apply credit from a CLEP General Examination to that requirement or for use as elective credit.

### **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 at [http://apps/collegeboard.com/cbsearch\\_clep/searchCLEPTestCenter.jsp](http://apps.collegeboard.com/cbsearch_clep/searchCLEPTestCenter.jsp)

### **Additional Information**

CLEP credit cannot be used to replace course work that appears on the student's CNU transcript. Six 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.

### **AA/EEO**

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. Any one having questions concerning these laws should contact the Director of Equal Opportunity.

## CLEP Examinations Considered for Credit by CNU

CLEP Examination Titles	Minimum Acceptable Score	Credit Granted for Acceptable Score	CNU Equivalent Course(s)
American Government	50	3	GOVT 101
Introductory Sociology	70	3	SOCL 205
Biology	50	6	BIOL 107/108 <i>(Elective credit for science and non-science majors)</i>
Chemistry	50	6	CHEM 121-122 <i>(Elective credit for science and non-science majors)</i>
Algebra	50	3	MATH 110 (Math elective credit)
Precalculus	50	3	MATH 130
Calculus with Elementary Functions	50	4	MATH 140
College Mathematics	50	3	Satisfies Mathematics elective credit for science and non-science majors
Information Systems & Computer Applications	50	3	CPSC 125
Principles of Macroeconomics	50	3	ECON 201
Principles of Microeconomics	50	3	ECON 202
Financial Accounting	50/53	3	ACCT 201 non-majors must score 50, Accounting majors must score 53

# Challenging a University Course

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## **ACCOUNTING AND FINANCE**

- A. All accounting courses except for seminars, independent studies, topics courses, and *writing intensive courses* may be challenged.
- B. Challenge Procedures:
1. The student should address all inquiries concerning course challenges to the Department Chair who will determine the appropriate faculty member to administer the challenge.
  2. The challenge will be comprehensive and may be the final course examination if that is comprehensive enough and of sufficient depth.
  3. 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.
  4. The faculty member will administer and grade the challenge assignment(s) and submit the results to the Department Chair. 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.

The student must successfully complete the challenge not later than the next-to-last week of the semester in order to receive credit. Courses may not be challenged during the summer terms.

## **ECONOMICS**

- A. All Economics courses except for seminars, independent studies, topics courses, and *writing intensive courses* may be challenged. In addition the following courses **may not** be challenged: ECON 303/304 INTERMEDIATE MICRO/MACRO ECONOMICS
- B. Challenge Procedures:
1. The student should address all inquiries concerning course challenges to the Department Chair who will determine the appropriate faculty member to administer the challenge.
  2. The challenge will be comprehensive and may be the final course examination if that is comprehensive enough and of sufficient depth.
  3. 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.
  4. The faculty member will administer and grade the challenge assignment(s) and submit the results to the Department Chair. 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.

The student must successfully complete the challenge not later than the next-to-last week of the semester in order to receive credit. Courses may not be challenged during the summer terms.

## **BIOLOGY AND ENVIRONMENTAL SCIENCE**

- A. A student may challenge any lecture course in biology but not laboratory courses or lecture-laboratory combination courses. No writing intensive, seminar, independent study, practicum, research or topics courses may be challenged.
- B. Challenge Procedures:
1. Students should address all inquiries concerning course challenges to the Department Chair.
  2. The Department Chair will refer the student to the instructor who teaches the course being challenged.
  3. The instructor will administer the appropriate examination(s).
  4. The instructor will grade the challenge examination and submit the results to the Department Chair. 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.
  5. 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.

## **CHEMISTRY**

- A. A student may challenge any lecture course in Chemistry but not laboratory courses or lecture-laboratory combination courses. No writing intensive, seminar, independent study, practicum, research or topics courses may be challenged.
- B. Challenge Procedures:
1. Students should address all inquiries concerning course challenges to the Department Chair.
  2. The Department Chair will refer the student to the instructor who teaches the course being challenged.

3. The instructor will administer the appropriate examination(s).
  4. The instructor will grade the challenge examination and submit the results to the Department Chair. 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.
  5. 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.

### ***FINE ART AND ART HISTORY***

- A. Courses which **may** be challenged are:  
 FNAR 201G-202 WORLD ART IN CONTEXT I & II  
 FNAR 118-119 BASIC 2D DESIGN / BASIC 3D DESIGN

Special permission to challenge other courses may be granted by the department on an individual basis.

- B. Challenge Procedures:
1. Students should address all inquiries concerning course challenges to the Department Chair.
  2. Students should contact the Chair during the first six weeks of the fall or spring semester. Special departmental permission is required to challenge a course during the summer session.
  3. The Chair will refer the student to an instructor who teaches the course being challenged to discuss specifics regarding the testing.
  4. The instructor who teaches the course being challenged will determine the test content.  
*Art and Art History continues...*
  5. The test will be administered at a mutually convenient time.
  6. The student must pass the test with a score of 80% or above.
- C. Individual Courses: FNAR 201-202: The student may challenge one course or both. In each case, the student must take a comprehensive test on the development of architecture, sculpture, and painting from prehistoric times to the present. The test will involve the ability to identify various works of art and/or architecture as to title, artist, period, style, technique, and/or place of origin as well as measure the student's familiarity with the basic concepts, issues, and individuals considered important to the historical development of world art. The test for FNAR 201 will cover prehistoric through medieval world art. The test for FNAR 202 will cover world art from the close of the medieval period (c. 1200AD) to the present time. Included in the FNAR 202 portion will be the tribal arts of Africa, Oceania, and native North America. The material used to develop these tests will be derived from the currently employed texts. To successfully challenge either course, the student must pass the test with a score of 80% or above. FNAR 118-119: The student may challenge one course or both. In each case, the student must submit a portfolio at the direction of the art instructor and execute one new drawing and design project assigned by the art instructor.
- D. Requests for challenging a course must be made during the first six weeks of the fall and spring semesters because students will need adequate preparation time. There will be no challenges accepted during summer sessions.

### ***GOVERNMENT***

- A. The following Government courses **may not** be challenged:  
 GOVT 352 RESEARCH METHODS AND QUANTITATIVE ANALYSIS  
 GOVT 395 TOPICS IN GOVERNMENT  
 GOVT 490 WI: SENIOR SEMINAR IN POLITICAL SCIENCE  
 GOVT 491 SENIOR PRACTICUM  
 GOVT 495 ADVANCED TOPICS IN GOVERNMENT  
 GOVT 499 INDEPENDENT STUDY

Geography courses may not be challenged except under exceptional circumstances. Such cases will be reviewed on an individual basis.

- B. Challenge Procedures:
1. Students should address all inquiries concerning course challenges to the Department Chair.
  2. A course may be challenged only during a semester in which the course is being offered
  3. To successfully challenge a course students must successfully complete all exams and other evaluative measures (including papers) or their equivalent used in the course. Prior to taking the exams, each applicant must be interviewed by a department panel consisting of not less than two department members.

Challenge exams will take place only during the final exam week for the course challenged. Application to challenge must be made to the Department Chair not later than one month preceding the date of the final examination for that course. No challenges may be made during the summer sessions.

## **MATHEMATICS**

- A. A student may not challenge a course that is in the prerequisite chain for a course the student had previously taken or is currently taking. Moreover, the following Mathematics courses **may not** be challenged:

MATH 301W WRITING IN MATHEMATICS I-WI  
MATH 302W WRITING IN MATHEMATICS II-WI

*Mathematics continues...*

MATH 295/395 ELEMENTARY TOPICS

MATH 495 ADVANCED TOPICS

- B. Challenge Procedures:

1. Students should address all inquiries concerning course challenges to the Department Chair.
2. A course may be challenged only during a semester in which the course is being offered.
3. The instructor currently giving the course will administer the challenge.
4. The student will be judged by taking the same final as given to that instructor's regular class. The instructor may also offer other test questions in addition to, but separate from the final exam.
5. The challenge will be administered during final exam week.
6. The instructor has the responsibility of determining whether or not the challenge was successful.
7. A student may challenge the same course only once.

Courses may be challenged only during final examination week.

## **MODERN AND CLASSICAL LANGUAGES AND LITERATURES**

In exceptional circumstances, requests to challenge Modern Languages and Literatures courses will be granted at the discretion of the department. No lower level language course may be challenged if the student has received credit for or is enrolled for credit in a higher level course in the same language.

## **MANAGEMENT AND MARKETING**

- A. All courses in the department may be challenged except those which are seminar in nature or those which have a high case content. The following courses **may not** be challenged:

BUSN 201 BUSINESS ESSENTIALS  
BUSN 418 STRATEGIC PLANNING  
Any Writing Intensive "WI" course  
Any Topics course  
Any Seminar course  
Any Independent Study

- B. Challenge Procedures:

1. The student should address inquiries directly to the Department Chair, who will coordinate the identification of a specific instructor to administer the challenge.
2. The instructor will set up a schedule in which the student may take specific proficiency tests and will formulate, control, and grade these tests.

- C. The student shall successfully complete all of the challenge requirements within the semester of the challenge.

- D. A student may challenge the same course no more than once.

- E. There is no appeal to the Pass or Fail evaluation by the instructor.

## **MUSIC**

- A. Courses which **may** be challenged are:

MUSC 209 ELEMENTARY EAR TRAINING  
MUSC 211 THE TONAL SYSTEM

- B. Challenge Procedures:

1. The student should address all inquiries concerning course challenges to the Department Chair, who will determine the appropriate faculty member to administer the challenge. Special departmental permission is required to challenge a course during the summer session.
2. The faculty member teaching the course will determine the test content.

*Music continues...*

3. The test will be administered at a mutually convenient time.

4. The faculty member has the responsibility of determining whether or not the challenge was successful.

## ***PHILOSOPHY AND RELIGIOUS STUDIES***

- A. No courses in Religious Studies may be challenged at this time. The following Philosophy courses **may** be challenged:  
PHIL 101 CRITICAL THINKING I  
PHIL 201-202 HISTORY OF PHILOSOPHY (201: ANCIENT AND MEDIEVAL; 202: MODERN)
- B. Challenge Procedures:
1. Students should address all inquiries concerning course challenges to the Department Chair.
  2. A course can be challenged only in a semester when it is being taught.
  3. No student who has enrolled in a course may challenge the course.
  4. The Department Chair will refer the student to the instructor responsible for challenges of the course. 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.
- C. The student wishing to challenge a course or courses must notify the Department Chair no later than the third week of the semester. The challenge examination will be held during the final examination period.

## ***PHYSICS, COMPUTER SCIENCE AND ENGINEERING***

- A. The following courses **may** be challenged:  
PHYS 151/152 INTERMEDIATE PHYSICS  
PHYS 201/202 GENERAL PHYSICS  
CPSC 125 FOUNDATIONS OF COMPUTER SCIENCE  
CPSC 150 COMPUTERS & PROGRAMMING I  
CPSC 250 COMPUTERS & PROGRAMMING II
- B. Challenge Procedures:
1. Students should address all inquiries concerning course challenges to the Department Chair.
  2. 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.
  3. The Department Chair will appoint an instructor to administer the challenge. The instructor will either have recently taught the course or is teaching the course in the current semester.
  4. The student must complete all appropriate papers/assignments as determined by the instructor.
  5. The student must take the final examination and achieve a grade of C or better.

The Department Chair must receive requests for challenges before the semester begins in which the course is to be taught. 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.

## ***PSYCHOLOGY***

- A. The following courses **may** be challenged:  
PSYC 201 INVESTIGATING THE BIOLOGICAL BASES OF BEHAVIOR AND COGNITION  
PSYC 202 INVESTIGATING THE SOCIAL CONTEXT OF BEHAVIOR AND COGNITION
- B. Challenge Procedures:
1. Students considering a course challenge should first discuss the matter with the Department Chair.
  2. 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. Requests to challenge a course must be made in writing to the Department Chair before the end of the third week of the semester.
  3. 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.
  4. 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.
  5. A student may challenge a course *only* once.
  6. All of the challenge requirements must be completed by the final examination period of the semester in which the challenge is being attempted.
  7. Students must demonstrate proficiency of the required material at the grade of B- or better to successfully challenge a course.

***SOCIOLOGY AND ANTHROPOLOGY***

A. The following courses **may not** be challenged:

SOCL 480W	RESEARCH METHODS AND DESIGN
SOCL 491	PRACTICUM IN SOCIOLOGY
SOCL 492	READINGS IN SOCIOLOGY
SOCL 499	INDEPENDENT RESEARCH OR RESEARCH INTERNSHIP

B. Challenge Procedures:

1. Students should address all inquiries concerning course challenges to the Department Chair.
2. To successfully challenge a course, students must successfully complete all exams and other evaluative measures (including papers) or their equivalent, used in the course.
3. Prior to taking the exams each applicant must be interviewed by a department panel consisting of not less than two department members.

C. Unless other arrangements are made, challenge exams will take place only during the final exam given for the course challenged. Application to challenge must be made to the Department Chair not later than one month preceding the date of the final examination for that course. No challenges may be made during the summer sessions.