CityU Policy Manual	Effective Date: 7/1/2025
	Policy #: 3500.11
	Policy Title: Course Challenge
	Prepared By: Provost
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I. Scope: For all students seeking to use the course challenge option

II. Purpose: To define the function and requirements of a course challenge.

III. Policy: Degree or certificate earning students may attempt a course challenge in lieu of taking a course if the student believes that prior learning or experience has provided sufficient background in the course subject matter to anticipate a successful challenge. An appropriate challenge activity will be prepared to test for knowledge or skills equivalent to the end-of-term requirements expected of those who have completed the course.

Students wanting to challenge a course should (1) contact their student advisor, who will (2) submit a petition for a challenge examination to the Registrar. The petition will then be sent (3) to the program designee for construction, and administration of the challenge and to the Business Office for payment processing. Upon successful completion of the challenge examination, the program designee will notify the Registrar to post the grade and file the documentation. A fee will be assessed based on the annual schedule of tuition and fees. If the challenge is not passed, and the course is required for the student's program, the student must enroll in the course and pay all regular course fees. Repetition of a failed course challenge is not permitted.

After the course challenge petition is signed and the fee is paid, the course challenge provider requires at least 30 days to prepare before the challenge examination can take place. Students must contact their academic advisor one quarter in advance to take the course challenge before the same course is offered. CityU instructors are required to submit final grades for courses taught within 7 calendar days of a course's official end date.

Course challenges are graded on a Pass/No Pass basis. If the challenge receives a passing grade, equivalent to a 2.0 or above (undergraduate) or a 3.0 or above (graduate/doctoral), the course is recorded on the transcript as CityU transfer credit (i.e., it provides credit but does not affect the GPA).

Course challenges may not be taken to substitute for courses previously attempted at CityU or previously accepted as transferred from other institutions. Students have 30 days from notification that the course challenge is ready complete the Challenge Examination. All fees are non-refundable.

Students may course challenge up to a maximum of 25% of the total required credits for the certificate or degree program. Course challenges are considered in-residence credits. Common examples are:

Total Certificate or Degree Credits	Maximum Eligible Course Challenge Credits
12 credits	3 credits

25 credits	6 credits
36 credits	9 credits
45 credits	11 credits
48 credits	12 credits
90 credits	22 credits

Note: Challenge exams may not be used in lieu of capstone, comprehensive exams, residencies, student teaching, internships, or dissertation/thesis classes.

Exceptions to this policy may be made by the dean.

IV. **Responsibility:** The Provost will oversee future review and, if necessary, revision of this policy.

Unit Head Signature: _____

President's Signature: _____