ACADEMY POLICY MANUAL

Policy Title:	**Course Challenge Examinations**
Policy Number:	AA 03-003
Policy Administrator:	Provost
Policy Initiator:	Provost, Dr. Gerald S. Jakubowski
Authority:	
Effective Date:	3/26/2001
Revised Date:	12/01/11
Approved:	President William Eisenhardt
Approval Signature:	/s/

Purpose: The intent of this policy is to allow students to demonstrate proficiency in a topic or discipline by completion of a Course Challenge Examination.

Scope: This policy applies to all currently enrolled students at CMA.

Accountability: Academic department and the Office of the Registrar.

Policy: It is the policy of the California Maritime Academy to permit matriculated students to challenge a course in which he/she demonstrates substantial knowledge and background to successfully pass a Course Challenge Examinations in that subject. Challenge Examinations do not apply to the Graduating Writing Examination given in the junior year at Cal Maritime.

Procedures for Course Challenge Examinations
The California Maritime Academy

It is the policy of the California Maritime Academy to permit matriculated students to challenge a course in which he/she demonstrates substantial knowledge and background to successfully pass a Course Challenge Examinations in that subject. Challenge Examinations do not apply to the Graduating Writing Examination given in the junior year at Cal Maritime. The following procedures shall be followed for taking a Challenge Examination.

Procedures

1. Approval must be obtained for each Challenge Examination from the instructor and department chair. Applications are available in the Student Records Office.

2. The required fee must be paid to the Cal Maritime cashier prior to taking the Challenge Examination.

3. A course may be challenged only once.

4. Challenge Examinations may not be taken in a course where any grade has been assigned including “F”, “WU”, or “W.”

5. Challenge Examinations cannot be used to improve or change any grade previously earned in a course, including assignments of “F”, “WU”, or ‘W.”

6. Challenge Examinations will not be approved for courses in which a student is currently registered, or in a semester in which a student has dropped the course to be challenged.