

Foreign Langue Department Challenge Exam Procedure

Explanation: The test is an opportunity for a student to receive credit for the class in which he/she is enrolled.

Time Frame: The student may take the test anytime from the first day of class and before the last day to officially withdraw for the semester.

Qualifications: The student must have the permission of the instructor.

Stipulations: The student has the option of accepting a challenge test grade of "C" or better as the final course grade. If he/she chooses to accept the grade, the student no longer needs to attend class.

Semester Course Grade: The grade on the challenge test will be the grade assigned for the course unless the student is displeased with the grade. In that case, he/she may stay in the class. If the student chooses to remain in the class, the final semester grade will be determined from course work.

Procedure: The instructor will complete the "testing permit", and the student will contact the Placement Testing Center in the Warren building (telephone: 493-7561) to arrange a testing date. When the testing is complete, the Placement Testing Center will contact Anita Smith to grade the test. After the test is graded, the instructor will be informed of the grade and will inform the student of the grade. At that point the instructor and student can discuss his/her options.

LDA and Attendance Membership Reports: If the student decides to accept the challenge test grade, he/she will no longer attend class. Do not count those days as absences. Do not officially drop the student from your roll.

Please feel free to contact **ANITA SMITH (493-7514)** with any questions.