

**Effective:** October 1997

**Academic Policy: Undergraduate Studies  
COURSES by EXAMINATION**

**Approved:** October 1997  
Reviewed: June 4, 2007  
Deans' Council, Faculty Senate

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Students who feel they have already mastered the material in a Millersville course may "challenge the course by examination," taking a test of the course content instead of enrolling in the course itself. Students may challenge any course in which they have not received a grade and which has not been waived because of demonstrated competency or advanced placement. Because of content and structure, some courses may not be challenged by examination.

Students should first confer with the Registrar, obtain the appropriate forms and then obtain permission to take a course by examination from the appropriate department chairperson, the instructor involved and the student's adviser. The examination is given at the convenience of the instructor. The grade earned on the examination is entered on the student's record and calculated into the GPA whether or not a passing grade is earned.

In some instances department chairpersons may approve the use of a College Level Examination Program (CLEP) subject examination to challenge a course by examination. Under these circumstances, it is the responsibility of the student to make testing arrangements through the University Test Center.