

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES
FOR THE GRADUATE PROGRAM

TITLE OF POLICY: CHALLENGE EXAMINATIONS/CREDIT BY COURSE

ORIGINAL DATE: MAY 5, 1997

LAST REVIEWED/REVISED: FEBRUARY 2025

POLICY: Graduate students who have been admitted and matriculated in the School of Nursing may take challenge examinations/credit by course examinations under the conditions noted below.

- Courses core to any graduate program (MSN, DNP, PhD) cannot be challenged.
- The option of allowing students to challenge a core course in a major/area of concentration is determined by the faculty member responsible for teaching the course and the major/area of concentration Coordinators.
- The faculty member teaching the course and major/area of concentration Coordinators will determine the options and criteria for the challenge of clinical courses. Students may challenge a clinical course one time only.
- Faculty responsible for teaching the course to be challenged will determine the content of the challenge examination.
- If a student fails that examination, the course must be taken.

PROCEDURE:

1. Students wishing to take a challenge exam should discuss the option with their major/area of concentration Coordinator/Director.
2. Students need to submit a completed [Credit by Course Examination](#) form using the following steps:
 - a. The student completes top portion of the form
 - b. The faculty offering the course completes the course information section
 - c. The major/area of concentration Coordinator or designate signs and dates the form
 - d. The authorized individual in SAO signs and dates the form
 - e. The student submits the completed authorized form to the Cashier's Office for payment
 - f. The student submits the form to the faculty member to arrange test date, time, and location
 - g. The faculty member submits the form to SAO with passing test results only
 - h. SAO will post the grade

Approved by Graduate Council: 04/81, 2/90 Revised: 96-97, 03-04, 09-10, 18-19
Revisions Approved by Faculty 4/95, 5/97, 05/04, 10/10, 02/25