



## ACADEMY POLICY MANUAL

<b>Policy Title:</b>	<b>Course Challenge Examinations</b>
<b>Policy Number:</b>	AA 03-003
<b>Policy Administrator:</b>	Provost
<b>Policy Initiator:</b>	Provost
<b>Authority:</b>	<b>EO 1036</b>
<b>Effective Date:</b>	3/26/2001
<b>Revised Date:</b>	10/21/2021
<b>Approved:</b>	7/25/2022
<b>Approval Signature:</b>	/s/

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

**Scope:** This policy applies to all currently enrolled undergraduate cadets.

**Accountability:** Academic Department and the Office of the Registrar.

**Policy:** It is the policy of the CSU Maritime Academy to permit matriculated cadets to challenge a course in which they demonstrate substantial knowledge and background to successfully pass a Course Challenge Examination in that subject. Challenge Examinations do not apply to the Graduating Writing Examination (GWE), STCW courses including sea training, internships or special topic courses, and other courses as determined by the department of the course in question.

## Procedures

1. Approval must be obtained for each Challenge Examination from the instructor and department chair of the course. Applications are available on the Office of the Registrar website.
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. This includes passing, non-passing, withdrawn, incomplete grades, etc.
5. Challenge Examinations will not be approved for courses in which a cadet is currently registered. The student must drop the course prior to registering for the examination.
6. Course challenges do not count towards the residency requirement for graduation.
7. Challenge Exams, whenever possible, shall be administered by tenured/tenure-track faculty as part of service to the department
8. No more than 9 units may be applied towards the baccalaureate degree.