

**EDUCATIONAL PROGRAM  
SERIES 600**

**602.11**

**TITLE: CHALLENGE A CLASS BY EXAMINATION**

In the event that a student feels that he or she has sufficient knowledge and/or experience to challenge a class by examination, the following is the procedure to be followed in order to obtain credit for that course:

1. The student is to write a proposal to the instructor of the class, with a copy to be delivered to the school principal, outlining the way the knowledge or experience was acquired and requesting that credit be given for the course by examination and/or demonstration. This must be done prior to enrolling in a class, i.e. students will not be allowed to challenge a class part way through it. The principals shall confer with the instructor and determine if the proposal meets the class requirements.
2. The instructor should prepare a plan for determining the student's level of competence in the material taught in the class. The evaluation instrument(s) and/or projects(s) should be comprehensive in nature, comprehensive enough to include all material and skill covered in a semester course and should be of such a nature that a student who does well in the actual class could pass the evaluation. The instructor will submit the evaluation plan to the principal for approval.
3. The evaluation should be administered to the student by the instructor at a time convenient to both.
4. If the instructor determines that a level of competency equal to an A or B in the class, has been demonstrated by the student, a letter grade of A or B shall be assigned to the student, work and a recommendation that credit be given for the class shall be delivered to the building principal and the superintendent in the form of a memo for their approval. Credit will not be granted for a performance level below that of B.
5. After the building principal and the superintendent have approved the recommendation for credit, the approval memo shall be given to the registrar so that credit can be noted in the student's permanent school record.

Adopted: June 10, 1993

Revised: February 11, 1999