

COURSE CHALLENGE FORM

CHALLENGE FEE: (\$50.00 + \$10/cr.)
Pay at the Controller's Office
Receipt #: _____

Cashier's Initials Date

DATE: _____

STUDENT NAME (print): _____

STUDENT NO: _____ MAJOR: _____

Course requesting to challenge:

SUBJECT: _____ COURSE NO: _____ COURSE TITLE: _____ CR: _____

Have you ever taken the above or a similar course for credit or audit? _____

What is your preparation to take the examination requested? (Attach additional sheet if needed.)

A Challenge Exam for this course is approved by:

Instructor Name (printed) _____ and Division Chair (signature) _____

Grade assigned by instructor (check the box before the grade you are assigning for this challenge exam):

A A- B+ B B- C+ C C- P do not transcript this exam

Instructor (signature) _____ Date _____

Challenge examinations for credit in courses are subject to the following regulations:

1. Student must be enrolled in a degree-seeking major.
2. Student must be currently enrolled in at least one other course during the term they are requesting to challenge a course.
3. Student may only challenge a course offered for college credit.
4. Student shall not have received credit in a more advanced course in the subject for which the course requesting to be challenged is a prerequisite.
5. Student may not challenge a course during the final semester before being awarded a degree/certificate.
6. Student may not challenge a course previously audited, previously failed, or has received credit via another means of credential assessment.
7. Student may only challenge any given course one time.
8. No more than 75% of a degree or certificate may be completed through challenge exams.
9. Student must first submit evidence of his knowledge of the course to the Instructor. If the student receives the approval of the instructor, the student seeks permission to take a challenge exam from the appropriate Division Chair.
10. **After the Division Chair signs this form, the student pays the fee to the Cashier** (the cashier will complete and stamp the box in the upper right-hand corner of this form) and returns this form to the Instructor.
11. **After the fees has been paid, the Instructor will administer the exam**, assign a grade on this form, provide this original form to the Office of the Registrar, make a copy for them self, their division chair and the student.