

Date \_\_\_\_\_

**COURSE CHALLENGE REQUEST**

Approval for \_\_\_\_\_ Semester \_\_\_\_\_ Year

Please Print:

<b>Name</b> _____	<b>Phone Number</b> _____	
<b>Student ID #</b> _____	<b>Date of Birth</b> ____/____/____	
<b>Major</b> _____		
<b>Course #</b> _____	<b>Course Title</b> _____	<b>Credits</b> _____
<b>Have you ever been enrolled in this class?</b> _____		
<b>Have the prerequisites for this course been satisfied?</b> _____		
<b>The academic record of this student has been reviewed.</b>		
<b>The petition for this challenge has been</b> _____ <b>Accepted</b> _____ <b>Denied</b>		
<b>REASON:</b> _____		
<b>Registrar's Signature</b> _____	<b>Date</b> _____	

I accept and agree

### **COURSE CHALLENGE PROCEDURE**

- 1) A matriculated student with a cumulative GPA of at least 2.00 who believes s/he has the competence in the subject matter of a course worthy of a grade of "C" or better in that course may petition the Registrar for the opportunity to demonstrate that competence via a course challenge. After reviewing the student's academic record, the Registrar will establish whether the student has the right to challenge the course based on the restrictions/criteria outlined in the college catalog.
- 2) A course challenge is not permitted if the student has been enrolled in the course for any period of time. Also, all prerequisites must be satisfied prior to the approval of a course challenge. Unsuccessful challengers will have no opportunity to challenge the same course again.
- 3) The student will consult with the chair of the department that teaches the course to request an appropriate faculty member to administer the challenge. If a qualified instructor is not available, the course challenge will not take place.
- 4) The fee for a course challenge is not included in the regular tuition charges. Contact the Bursar's Office for the fees associated with challenging a course.