



Last Name

First Name

MI

Student ID Number

Today's Date

Course to be challenged:

Course Number

Units

Course Title

If a student wishes to receive credit by examination for challenge or work experience, the following procedures must be followed:

The student submits to the appropriate instructor a summary of the academic or life experience which he or she believes qualifies that person to challenge the course.

At the interview, the instructor questions the student for the purpose of verifying summary information and determining potential for a successful challenge, i.e., demonstrates knowledge of basic concepts, facts, etc., related to the subject being challenged.

Interview Results: _____

Work to be performed: _____

Step 1: _____
Instructor Date

If there is **not** a successful interview, the instructor should immediately inform the student and submit a written determination to the Dean for forwarding to the student's permanent record in the Registrar's Office. The process ends at this point.

Following a successful interview, the instructor will develop an examination covering the scope of the materials for the course by written, oral, or other testing methods which will assess levels of achievement in the competencies one would be expected to acquire in the course.

Step 2: _____
Advisor Signature Date

Step 3: _____
Dean's Approval Date

Step 4: _____
Student's Signature Date

Students must pay \$100.00 fee per exam prior to any arrangements for the instructor to test the student. No exam will be given without the signature of the Registrar's Office.

Step 5: _____
Registrar's Office Date

Step 6: **You have one month from the date listed above to complete your work (as listed in Step 1).**

Following the exam, the instructor must sign and submit this form to the Registrar's Office with "Satisfactory" or "Unsatisfactory" marked appropriately. No letter grades can be issued for challenge by examination. Instructor must also submit copies of the work performed (i.e. tests) along with this form to the Registrar's Office.

Step 7: _____
Date work completed

Test Results: Satisfactory Unsatisfactory

Step 8: _____
Instructor's Verification Date

For Office Use Only

Posted by:

Date: