

Date _____

COURSE CHALLENGE REQUEST

Approval for _____ Semester _____ Year

Please Print:

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

I accept and agree to the requirements for Course Challenge as described on the reverse side of this form.

Student Signature _____ Date _____

Department Chair /Program Director Signature _____ Date _____

Instructor's Signature _____ Date _____

Instructor's Name (Please Print) _____

Student's Major Department Chair _____

Director of Continuing Education (Evening College Only) _____ Date _____

Course Challenge Requirements have been reviewed and approved:

Registrar's Signature _____ Date _____

The non-refundable fee of \$ _____ per credit has been paid. (See Bursar's Office for fees) AMOUNT PAID \$ _____ Bursar's Signature _____ Date _____ Grade Received Date _____ Copy Sent to Payroll on _____
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**THIS FORM MUST BE SUBMITTED TO THE REGISTRAR'S OFFICE
BEFORE THE COURSE CHALLENGE BEGINS.**

COURSE CHALLENGE MUST BE COMPLETED WITHIN THE SEMESTER IT WAS APPROVED.

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.
- 5) Once all required signatures are obtained and the course challenge fee has been paid, the Registrar's Office will notify the instructor and student that the course challenge has been approved. Registrar's Office will forward the Course Challenge Grade Form to the instructor for use when the challenge is complete. The challenge must be completed and graded within the semester in which it was approved.
- 6) The instructor will determine the basis upon which the challenge will be assessed (examination, portfolio, etc.) and will confer with the student in preparing for the challenge procedure. In any case, the student will be required to present a portfolio of evidence in support of his/her contention of competency.
- 7) The instructor will determine whether or not the student's competency in the subject is equivalent to "C" or better in the course. Instructor will submit the Course Challenge Grade Form to the Registrar's Office. A successful course challenge is graded with a grade of "CC" and the grade does not affect the cum GPA.
- 8) Students may petition to challenge up to five courses while attending DVC. Not all courses may be challenged. Courses may be challenged only with the consent of the department that teaches the course.