## COURSE CHALLENGE REQUEST

Approval for __________ Semester __________ Year

Please Print:

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<th>Name</th>
<th>Phone Number</th>
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<tr>
<th>Student ID #</th>
<th>Date of Birth</th>
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<tr>
<th>Course #</th>
<th>Course Title</th>
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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 course 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) __________________________ Date ______________

Student’s Major Department Chair __________________________ Date ______________

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.