



Enrollment Services
PO Box 967
Roseburg, Oregon 97470
541.440.4604 | Fax 541.440.7713
Registration@umpqua.edu

Course Challenge Policy and Procedure

Course Challenge Fee \$10 (*per course challenged*)

Students may challenge courses at Umpqua Community College only if justification exists for earning credit in this manner and proper procedures are followed. Tests may include midterm and final examinations, and/or skill proficiency demonstration. In addition to course tuition and fees, there is a fee of \$10 for each course challenged.

A course may not be challenged more than once. Following an unsuccessful challenge, the student must regularly enroll in the course to obtain credit.

If the challenge is successful, the student will be responsible for returning the completed Course Challenge Application to the Enrollment Office (Welcome Center) in addition to paying the course tuition within one week.

Students may not challenge a course in which they have already received a grade, nor may they challenge a course at a lower level than a course previously completed (e.g. WR 115 may not be challenged if WR 121 has been completed).

Please Note: Financial aid funds may not be used to pay for course challenges. Challenges do not count in credit hours used to determine financial aid or veterans benefits.

PROCEDURE:

1. Consult the appropriate instructor.
2. Obtain the appropriate instructor and department chair's signatures.
3. Present Course Challenge Application to the **Enrollment Office (Welcome Center)** counter with Instructor and Department Chair approvals to challenge the course and pay the \$10.00 non-refundable challenge fee per course.
4. Complete the challenge examination during the term initiated and at a time mutually agreed upon by the student and the instructor. **If successful, the student will be responsible** for returning the completed Course Challenge Application to the Registrar's office (Welcome Center). The student will be registered into the course and will need to pay tuition and fees within one week.
5. Challenges will not be considered as a portion of the residency requirements for degrees or certificates, nor will they be used for hours to be counted as a part of a student's load in determining full-time status or eligibility for athletics or student benefits.

***Please Note:** The course grade will be reported at the close of the term.



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Course Challenge Application

Office USE ONLY

Fee Paid \$10 Date ___/___/___ Initials: _____

When course challenge is complete:

CRN Set up Date ___/___/___ Initials: _____

Note: A student may challenge a course only once.
 If examination is not passed, the student must regularly enroll in the course in order to obtain credit.

Last Name _____ First Name _____ Middle Initial _____ Student ID Number _____

Program of Study _____

Section 1 – COURSE TO BE CHALLENGED

Course			
Course Number	Course Title	Credits	Instructor who will administer the examination(s)
SP 111 (Ex.)	Speech	4	Paula Usrey

Section 2 – JUSTIFICATION

Justification for challenge: _____

I understand this course does not count towards eligibility for financial aid or veterans benefits and I may NOT use financial aid funds to pay for a course challenge. I verify the above information is accurate, and it may be used for follow-up studies by Umpqua Community College.

Student Signature _____ **Date:** _____
Signifies Approval & Authorization.

Section 3 – SIGNATURES

I hereby certify that the above named student has my approval to challenge the course listed above and a grade will be submitted at the close of the current term. The challenger's name will be added to the appropriate grade sheet by the Registrar's Office.

Instructor Signature _____ **Date:** _____
Signifies Approval & Authorization.

Department Chair Signature _____ **Date:** _____
Signifies Approval & Authorization.

Section 4 – COURSE CHALLENGE COMPLETE (Get signatures when course challenge is complete ONLY)

I hereby certify that the above named student has completed the course challenge.

Instructor Signature _____ **Date:** _____
Signifies Approval & Authorization.

Registrar Signature _____ **Date:** _____
Signifies Approval & Authorization.