COURSE CHALLENGE POLICY AND PROCEDURE

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 Application for Course Challenge form to Registration and paying the course tuition at the Cashier Office 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 challenge form to the Registration Office with Instructor and Department Chair approval 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 Application for Course Challenge form to the Registrar’s office. 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 quarter.

Revised 11/15/07
Last Name, First Name

Student ID Number

Current Major:

Course to be Challenged

Course No: ______________ Course Title: __________________________________________________________

Instructor who will administer the examination(s) ____________________________________________

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 certify the above information is accurate, and authorize the use of my Social Security Number as my Student Identification Number and it may be used for follow-up studies by Umpqua Community College.

Student's Signature________________________ Date________________________

Instructor & Department Chairperson Certification

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 quarter. The challenger's name will be added to the appropriate grade sheet by the Registrar's Office.

Signed __________________________________________ Date ______________
(Instructor)

Signed __________________________________________ Date ______________
(Department Chair)

Challenge Fee of $10 Paid

Signed __________________________________________ Date __________________
(Cashier)

Course Challenge Completed

Signed __________________________________________ Date __________________
(Instructor)

Scheduler / Registrar / Registration

CRN set up ______________ Registrar ______________ Registration ______________

* 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.