

Course Challenge Request

Procedures – Before starting the Course Challenge Request, check with Department for test availability.

The responsibility to know the material lies solely on the person taking the challenge exam.

Step 1 - Student – Complete ENTIRE Student information block. One course per form.

Step 2 - Student – Take the form to the Business Office and pay all applicable tuition and fees. Credit cap does not apply. Business Office completes Step 2 Box.

Step 3 - Student – Submit Course Challenge Form to the Records Office.

Step 4 - Registrar – Sends Course Challenge Form to testing instructor who will schedule and administer the test.

Step 5 - Instructor – Administers test, completes Testing Instructor section, assigns a grade and returns the Course Challenge Form to the Records Office.

Step 6 - Records Office – Enters credit in system, if appropriate. (Grade must be a C or better and credit is entered as CR).

Step 7 - Copies sent to student and Dean.

****No credit given for D and F and there will be no impact to the student's transcript.****

****Typically Course Credit by Examination is not transferable.****

<u>Step 1 - STUDENT</u>			
_____	_____	_____	
Student ID	Area Code/Phone	Official SJC Email Address	
_____	_____	_____	_____
Last Name	First Name	Middle Name	
_____	_____	_____	_____
Mailing Address	City	State	Zip Code
_____	_____	_____	_____
Student Signature	Testing Instructor Signature	Dean Signature	

<u>Step 2 - BUSINESS OFFICE</u>	Course/Subject _____
Amount Received \$ _____	Receipt # _____ BO Signature _____

<u>Steps 3 & 4 - RECORDS OFFICE</u>			
Received from Student – Step 3	Forwarded to Testing Instructor – Step 4		
_____	_____		
Date	Received by	Date	Sent by
_____	_____	_____	_____

<u>Step 5 - TESTING INSTRUCTOR</u>			
_____	_____	_____	_____
Date Tested	Grade	Testing Instructor Signature	Date

<u>Step 6 & 7 - RECORDS OFFICE</u>			
_____	_____	_____	_____
Date Received	Received by	Date Processed	Processed by
_____	_____	_____	_____
Date	Sent to Student/Dean		