



## Petition to Challenge a Course

If you feel that you have the knowledge and experience similar to a particular course, you may challenge a course and receive credit for that course. Students should discuss course requirement waivers with the program faculty. There is no limit on the number of credits which may be earned by challenge. However, note the following:

Students cannot challenge a course:

- At a lower level than ones in which they have already demonstrated competency, nor at a lower level than ones in which students have already registered.
- Course/s which they have already taken.
- Course/s in which experiencing the course itself is essential.
- In order to meet residency requirements for a degree.

A student must receive permission from a faculty member and the department chair in the subject area prior to challenging the course. If approved, the student and department should complete this form and submit it within the first six weeks of the term to Enrollment Services – Admissions and Records.

Challenged courses are charged the regular tuition rate payable at the time the completed petition is submitted to Enrollment Services. It is the student's responsibility to schedule the challenge examinations with the instructor. The exam may only be rescheduled, at the instructor's discretion, in extraordinary circumstances. Challenged courses must be completed by the end of the term in which the course was registered and fall under normal grade-reporting deadlines. A grade of "Pass" or "No Pass" is assigned by the instructor and will appear on the student's transcript in the term in which it was submitted. "No Pass" grades are not eligible for a refund, so students should be sure of their ability to pass the challenge exam before signing up.

Student Name: \_\_\_\_\_ COCC ID: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State your request clearly: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division/Department Chair: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Administrative Assistant: \_\_\_\_\_

Name of Course: \_\_\_\_\_ Course No: \_\_\_\_\_ CRN: \_\_\_\_\_