

# Challenging a Course: Credit by Exam



Student Name: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

## Course to be challenged

Dept.	Course No.	Credits	Grade
_____	_____	_____	_____

Faculty Approval: \_\_\_\_\_

Department Chair Approval: \_\_\_\_\_

Dean Approval: \_\_\_\_\_

<b>Fees due:</b>
\$2.00 x _____ credits: _____
_____ credits: _____
Total Due \$ _____

Please return this form with your receipt to the Registration office.

Rev (07/05)

## Challenging a SVC Course: *Credit by Examination*

The following regulations have been established for awarding credit by examination:

1. Students may not receive credit by examination for subject matter less advanced than that for which they have previously received credit.
2. No student shall be permitted to repeat any examination for advanced credit.
3. Students may not challenge courses they have previously audited, failed, or challenged and failed.
4. Students may not receive credit by examination for lower division (100 and 200 level) language courses in the student's native language.
5. Students may not request credit by examination for any course they are currently enrolled.

The following is the process students should follow to request credit by examination:

1. Students who request to be tested in a specific course must have faculty, department chair, and dean approval. Forms may be obtained from the Registration Office. Approved forms must be returned to the Registration office with appropriate payment.
2. The student pays a course challenge fee of \$2.00 per course credit. The student also pays the tuition for the course itself.
3. The student receives a receipt. The student submits the receipt for the challenge to the instructor and arranges a time with the instructor to take the exam.
4. The instructor grades the exam and indicates the grade for the course on the receipt and signs it.
5. The instructor submits the signed receipt with the grade to Registration.
6. The course grade based on the challenge exam is posted on the student's transcript.

## Challenging Math Courses:

The regulations and process above apply to challenging all courses, including Mathematics courses. The following provides additional information to students who wish to challenge math courses.

To challenge a math course, the student must take a standardized, comprehensive final for the class that is being challenged. Time allocated for the examination will be no less than 80 minutes but must not exceed two hours. In order to successfully challenge a course, the student must pass the exam with a minimum of 75%.