



## Form 1: Presentation Checklist

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

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

Department: \_\_\_\_\_

COCC Contact Information: \_\_\_\_\_

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

### PROPOSAL OVERVIEW

#### TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
  - Procedure—new
    - Identify suggested location in *GPM*: \_\_\_\_\_
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
  - Identify suggested location in *GPM*: \_\_\_\_\_
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: \_\_\_\_\_

**BUDGET**

**INSTRUCTIONAL REQUIREMENTS**

**OPERATIONAL NEEDS, CURRENT AND FUTURE**

**STUDENT IMPACT**

**ANTICIPATED IMPLEMENTATION TIMELINE**



# 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.

\*Also note that challenged courses do not count in determining financial aid eligibility.

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: \_\_\_\_\_



# Petition to Challenge a Course

If you feel you have knowledge and experience similar to a particular course, you may petition to challenge and potentially receive credit for that course. Course challenges are charged \$70 per course at the time this completed petition is processed in Enrollment Services in the Admissions and Records Office. Course challenges are subject to the following:

- Students cannot challenge courses at a lower level than ones in which they have already demonstrated competency, nor at a lower level than ones in which the students have already registered.
- Students may not challenge courses they have already taken.
- Challenged courses do not count in determining financial aid eligibility, nor toward residency requirements for a certificate or degree.

Students must receive permission from a faculty member and department chair in the respective subject area in the space below, prior to challenging a course. Not all courses may be challenged; for example, faculty may decide that certain courses are foundational or essential to experience. Upon receipt of the required signatures, this form should be returned to Enrollment Services in Boyle Education Center. There is no limit on the number of credits which may be earned by challenge.

It is the student's responsibility to schedule the challenge examination 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 challenge course was created, and grades fall under the normal deadlines for reporting. Upon completion of the course challenge, a grade of Pass or No Pass is assigned, where a Pass is earned for performance equivalent to a letter grade of C or better. Students may not re-challenge a course if they do not pass the first attempt.

Student Name: _____ (please print)	COCC ID: _____
Signature: _____	Date: _____
List the course you would like to petition and why: _____ _____ _____	

Instructor: _____	
Signature: _____	Date: _____

Division/Department Chair: _____	
Signature: _____	Date: _____

Department Administrative Assistant: _____		
Name of Course: _____	Course No: _____	CRN: _____

## 2025–2026 Course Catalog

### Challenge Courses

Students who have knowledge and experience similar to a particular course's content may challenge a course and receive credit for that course. Course challenges are subject to the following:

- Students cannot challenge courses at a lower level than courses in which they have already demonstrated competency, nor at a lower level than courses in which the student has already registered.
- Students may not challenge courses which they have already taken.
- ~~Students may not challenge courses in which experiencing the course itself is essential.~~
- Challenged courses do not apply to meeting residency requirements for a certificate or degree, nor toward
- determining financial aid eligibility.

In order to assess whether or not the student has a reasonable chance of successfully challenging a course, a student must receive permission from a faculty member in the subject area and the department chair before challenging a course. If approved, the student and department complete the challenge petition form. The challenge paper or final must be completed by the end of the term for which the challenge is created

Challenged courses are charged a rate of \$70 per course at the time the completed petition is processed through the Admissions and Records office. It is the student's responsibility to schedule challenge examinations with the instructor. The exam may be rescheduled only at the instructor's discretion in extraordinary circumstances. A grade of Pass or No Pass is assigned, where a pass is earned for performance equivalent to a grade of C or higher. Students may not re-challenge a course if they do not pass the first attempt. View the [Course Challenge policy](#) for complete details.

## G-30-6 COURSE CHALLENGE

Students that have knowledge and experience similar to a particular course may challenge a course and receive credit for that course. Challenged courses are charged a rate of \$70/course ~~the regular tuition rate payable~~ at the time the completed petition is processed in Enrollment Services - Admissions and Records Office. Course challenges are subject to the following:

- Students cannot challenge courses at a lower level than ones in which they have already demonstrated competency, nor at a lower level than ones in which the students have already registered.
- Students may not challenge courses for which they have already received credit.
- ~~Students may not challenge courses in which experiencing the course itself is essential.~~
- Challenged courses do not apply toward meeting residency requirements for a degree or certificate, nor for.
- ~~Challenged courses do not count in~~ determining financial aid eligibility.

A student must receive permission from a faculty member in the subject area and the department chair, prior to challenging a course.

A grade of Pass or No Pass is assigned, where a Pass is earned for performance equivalent to a grade of "B-C" or better. Students may not re-challenge a course if they do not pass the first attempt.