



# 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: \_\_\_\_\_ COCC ID: \_\_\_\_\_  
 (please print)

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

List the course you would like to petition and why:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

Instructional Specialist: \_\_\_\_\_

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