



Credit for Prior Learning: Challenge Form

Student Name: _____ **ID#** _____

This form is for students who want to receive college credits by challenging courses. Students are **NOT** eligible to challenge previously enrolled or audited courses. Students also **CANNOT** be currently registered in the course they are challenging.

Step 1:

Course Number & Title	Credits	Grade*

***Attach proof of grade determination (testing or coursework.)**

Instructions

1. Pay administrative fee of: \$10 per credit awarded _____ X \$10 = \$ _____
2. Please note the steps to completing this form on the back.

Student	Signature:	Date:
Student First Stop Center Representative	Did student pay administrative fee? YES - NO	Receipt #:
	Signature:	Date:
Instructor	Signature:	Date:
Dean	Signature:	Date:
Transcript Evaluator	Signature:	Date:



Credit for Prior Learning Procedure: Challenge

Step 1: Student and Instructor Initial Meeting

Student meets with the instructor to discuss the course(s) to be challenged. Student writes in the course number(s) and credits being challenged. Student signs and dates form.

Step 2: Payment Arrangements for Course(s)

Student visits the Student First Stop, in Dellwood Hall, to pay the administrative fee due for challenging the course(s). Student First Stop Representative signs and dates form, attaches receipt from payment, and returns form to the student. Student takes form back to instructor.

Step 3: Student Completes Coursework

Student completes all necessary work discussed with Instructor in Step 1.

Step 4: Instructor Approval

Instructor grades the course(s) and signs and dates form. Upon completion, instructor forwards the completed form and all completed coursework to the appropriate Dean.

Step 5: Dean Approval

The Dean reviews and signs and dates the form. The Dean requests the course(s) be created by the Academic Scheduler and forwards form to Transcript Evaluator.

Step 6: Transcript Evaluator: Enter Grades

The Transcript Evaluator will enter the grade for the student.