CLACKAMAS COMMUNITY COLLEGE

Challenge by Exam

Term ☐ **Summer** ☐ **Fall** ☐ **Winter** ☐ **Spring** **20** _____ Today's Date _____

STUDENTS: PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE FILLING OUT SECTION A

A.

CCC Student ID# _____

Student Name _____

Mailing Address _____
Street *City* *State* *Zip*

Telephone _____
Home *Work*

I am registered as a student at Clackamas Community College and currently enrolled for _____ credit hours.

I have petitioned to graduate this term: ☐Yes ☐No

I WISH TO MAKE A FORMAL REQUEST TO CHALLENGE THE COURSE LISTED BELOW:

Course Prefix / No. _____-97 Course Title _____ Credit Hrs. _____

My reason for making this request is: _____

Required Approval by:	I have read and understand the Challenge Exam rules on the reverse side of this form and agree to the conditions and requirements.
_____ *Department Chair Signature / Date*	_____ *Student Signature*

ENROLLMENT SERVICES / STUDENT ACCOUNTS USE ONLY

B.

Exam Fee _____ Date _____
11-1543-00-00000-44125

Receipt No. _____ By _____

D.

Registered Date _____

Date Grade Entered _____

DEPARTMENT / DIVISION USE ONLY

C.

Challenge Examination Date _____ Grade _____

Comments: _____

Instructor of Record: _____
Instructor Name (please print) / Date *Datatel ID#*

Approved by: _____
Dean Signature / Date

_____
Initials and Date Section Created / Course Scheduling Office

Return completed form to:

Mailing Address: **Clackamas Community College, Office of Admissions, Registration and Records, 19600 Molalla Avenue, Oregon City, OR 97045**

Location: **Enrollment Services Center, Roger Rook Hall**

Phone: **503-594-6100** FAX: **503-722-5864** Email: **registrar@clackamas.edu**

Credit By Examination (Challenge) Standards & Procedures

Standards:

1. A list of courses not eligible for Credit By Examination is available in the Counseling & Advising Center, division/department offices or in the Instructional Standards and Procedures Manual, Appendix A.

2. Students may not challenge more than 12 credits to satisfy 1-year certificate requirements and no more than 24 challenge credits can be used to satisfy degree requirements. It is recommended that students check with their intended transfer school for acceptance of challenge exam courses.

3. Students must be enrolled for and complete a minimum of three credits at the College during the quarter in which a class is challenged.

4. Instructional departments will determine the appropriate grading scheme to be used for the course requested for Credit By Examination. Once the exam has been given, a grade will be submitted to the Enrollment Services Office and recorded on the student's transcript.

5. Credit By Examination forms must be filed with the Enrollment Service's Office no later than the 8th week of the term for timely processing and recording. Forms received after the 8th week will be processed in the subsequent term.

Procedures:

1. Students can obtain the Credit By Examination form from the Enrollment Services Office, Counseling & Advising Center, or on the web at www.clackamas.edu and are responsible for completing the information needed in Section A of the form.

2. Students meet with the appropriate Counselor/Advisor and the Department Chair for approval and to obtain the required signatures needed for Section A of the form.

3. Payments must be made at the Enrollment Services Center and Section B of the form completed prior to student taking the Credit By Examination form back to the appropriate department administering the exam. ($10.00 per credit)

4. Students contact the appropriate instructor to make arrangements for completing the Credit By Examination process.

5. The Instructor records the grade in Section C and gives the completed Credit By Examination form to their division office.

6. The appropriate Dean approves and signs the Credit By Examination form. The Division Secretary initials and dates the Credit By Examination form when the course has been created, and forwards the form to the Enrollment Services Office for processing.