

Term Summer Fall Winter Spring 20____ Today's Date _____

Providing your Social Security number is voluntary. If you provide it, the college will use your Social Security number for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your Social Security number will not be given to the general public. If you choose not to provide your Social Security number, you will not be denied any rights as a student. Please read the statement in the Schedule of Classes which describes how your number will be used. Providing your Social Security number means that you consent to the use of the number in the manner described.

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

A.

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:

Department Chair Signature / Date

NOTE: If faculty advisor or advisor/counselor is recommending this request, please have them sign form before department chair signs.

Faculty Advisor or Advisor / Counselor Signature / Date

I have read and understand the Challenge Exam rules on the reverse side of this form and agree to the conditions and requirements.

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 / Division Secretary

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.
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.