

APPLICATION FOR COURSE CHALLENGE

(Credit by Examination)

Directions and Procedures

NOTE: To be eligible to apply for credit by course challenge, the student must be enrolled in or have completed at least one course at South Seattle College. A maximum of 50% of the credits required for the program may be earned via course challenge.

PROCESS:

1. **STUDENT:** Confirms with adviser, or Dean, that the specific examination is offered and available.
2. **STUDENT:** Completes PART I on the reverse side, and then obtains the Dean's signature on PART II.
3. **STUDENT:** Brings this form, with Part I and Part II completed, to the Cashier's Office, located in the Robert Smith building. Pays the Cashier per the fees outlined for Course Challenge/Credit by Exam on the Tuition and Fees web page at:

<http://www.southseattle.edu/financial/tuition.aspx>
4. **CASHIER:** Signs and staples the receipt to this form (PART III).
5. **STUDENT:** After the fee has been paid, the student returns to the Dean with this form.
6. **DEAN:** Assigns an instructor to administer the exam and then provides the instructor with this form.
7. **INSTRUCTOR:** Sets the examination date and place, grades the exam, records the grade on the reverse of this form (PART IV) and forwards it to the Evaluations Office RSB045.
8. **EVALUATOR:** The course is noted as "credit by course challenge" on the student's transcript and any decimal/letter grade is computed in the overall GPA.

Continued on reverse side

APPLICATION FOR COURSE CHALLENGE (page 2)

Part I (to be completed by Student):

NAME:	STUDENT ID:
COURSE ABBREVIATION AND TITLE:	CREDITS:

Part II (to be completed by Dean):

DEAN'S SIGNATURE:	DATE:
INSTRUCTOR ASSIGNED:	

Part III (to be completed by Cashier):

EXAMINATION FEE:	DATE FEE WAS PAID:
CASHIER'S SIGNATURE (Attach receipt):	

Part IV (to be completed by Instructor):

COURSE TITLE:		CREDIT HOURS:
GRADE:	INSTRUCTOR'S SIGNATURE:	DATE: