



Petition for Credit by Course Challenge

Definition: Course challenge examinations are sufficiently comprehensive to determine that students have the same knowledge and skills as those students who enroll in, and successfully complete, the course. A student should have previous training, private study, work experience, or other bona fide qualifications indicating the student has knowledge or ability equivalent to course completers.

- A student may not take a challenge exam for a course that they have audited or failed.
- Credit may be awarded only for courses for which Course Challenge examinations have been developed.
- Students may take a challenge exam for credit only once per course, and once a decision has been rendered and the grade issued, they will not be allowed to repeat the exam(s); however, they may choose to enroll in the course.
- The student may appeal the Course Challenge decision via the college’s Student Grievance Procedures – Academic Evaluation Policy 5035.

Process:

1. After consulting with an advisor, and verifying specific course is available for challenge, student completes petition.
2. The student pays the assessment fee and provides petition and verified payment to division dean’s office.
3. Dean’s office determines who will administer/assess exam and scheduling with student.
4. Exam is administered, assessed and petition is completed and forwarded with exam to Enrollment Services.

Student Name _____ SID# _____
Last *First*

Telephone _____ Shoreline E-mail _____

I am petitioning for credit during _____, and affirm I am enrolled for credit at Shoreline during this quarter.
Quarter/Year

I have reviewed the information provided regarding prior learning assessment, specifically course challenges, as stated in Policy [5164](#) and its [Procedures](#):

Student Signature: _____ Date: _____

Course ID	Course Title	Credits	Faculty or Assessor Name	Approval Course Challenge Is Available Signature	Date

Student pays associated, nonrefundable fee(s) at Cashier. Proof of payment will be recorded on the petition. Student takes petition to division dean’s office, where a copy will be retained and another forwarded to the faculty or staff assessor.

Course Challenge Exam Fee \$200/course Attach Cashier Receipt

Fee Code ET \$ 200.00

FEE PAYMENT To be completed by Cashier- Cashier initials (attach copy of receipt) _____ Date _____

PRINT DIVISON DEAN NAME **SIGNATURE** **DATE**

Pass / No Credit	Faculty or Assessor Name	Faculty/Assessor Signature	Date

Enrollment Services notifies student via their Shoreline email after transcription of credit has been completed.

PRINT DIRECTOR, ENROLLMENT & FINANCIAL AID SERVICES/Registrar NAME **SIGNATURE**

Enrollment Services will retain this request together with a copy of the Cashier’s Office receipt and documentation of portfolio in student’s