



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:

1. Student meets w/instructor to discuss the course(s) to be challenged. (*grade will be entered upon completion by instructor)

Course Number & Title	Credits	Grade*

Step 2:

1. Student makes payment to Student Success Center.
 - a. Pay administrative fee of: \$10 per credit awarded _____ X \$10 = \$ _____
 - b. Student First Stop Representative signs and dates form, attaches receipt and returns form to student.
 - c. Student returns form to instructor, and completes the challenge course work/exam.
2. Instructor assigns grade above, signs and dates form.
3. Instructor forwards completed form and completed coursework to the appropriate Dean.
4. Dean reviews, signs, and dates form.
5. Dean forwards form to Office of Instruction. Office of Instruction will create course and forward scanned form to Transcript Evaluator.
6. Transcript Evaluator will enter grade for the student.

Student	Signature:	Date:
Student Success Center Representative	Did student pay administrative fee? YES - NO	Receipt #:
	Signature:	Date:
Instructor	Signature:	Date:
Dean	Signature:	Date:
Office of Instruction	Signature:	Date:
Sent to Transcript Evaluator	Yes - No	Date: