

A student admitted to FVCC may petition to challenge courses based on work done through private study and/or experience or to validate courses taken at non-accredited institutions. Course challenges will be considered on an individual case basis. Only courses listed in the current college catalog may be considered for challenge, although not all of the courses may be challenged. Additional stipulations include the following:

- Students are not permitted to challenge a prerequisite course after having completed an advanced course.
- Credit by examination will not be granted for a course that a student has previously taken for credit or audited.
- Credit will be granted and a grade of "S" will be recorded on the FVCC student's transcript provided the exam score is equivalent to a "C" grade or better.
- Neither the grade of "S" nor credit earned through the challenge process will be counted in any given semester to determine credit load or grade point average, nor will they be included in computing cumulative grade point averages.
- Students may petition to challenge a course prior to or during enrollment through the **first week** of the semester.
- Prior to challenging a course, this form must be completed with the approval of the full-time faculty member and Vice President of Instruction and Student Services.
- A \$50/course challenge fee must be paid before taking the exam. Submit the approved course challenge form to the Registration Office prior to making payment.
- The course challenge exam must be taken within **two weeks** of final approval.

Caution: Every college and university makes their own policies on the acceptance of challenge credit. If you intend to transfer, you cannot automatically assume every school will accept these credits as FVCC does. Verify for yourself your intended school's policy.

Student's Name: _____ SS#/Student ID #: _____

Instructor's Name: _____
(Please print the name of the instructor administering the challenge exam)

Course Number & Title: _____
(Department/Course Number) (Course Title)

- | | | |
|---|------------------------------|-----------------------------|
| Are you currently registered for this course? | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Have you challenged this course before? | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Have you previously taken this course for credit or audit? | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Is this course a prerequisite to a course you've already completed? | yes <input type="checkbox"/> | no <input type="checkbox"/> |

Student's Signature: _____ Date: _____

Approved to Challenge

 Instructor's Signature Date

 Division Chairperson's Signature Date

 Vice President of Instruction & Student Services Date

 Financial Aid's Signature Date

 Registrar's Signature Date

The above student has successfully passed the course challenge exam and a grade of "S" is to be recorded on his/her academic transcript.

The above student did not pass the course challenge exam.

Exam Date: _____

 Instructor's Signature Date

FOR OFFICE USE ONLY

Meets criteria for course challenge.

\$50 course challenge fee applied to the student's account. Date: _____

Copy for Registration Office.

Course recorded on transcript. Date: _____

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