

# COLLEGE OF THE SISKIYOU

800 College Avenue, Weed CA 96094 \* Fax: 530-938-5367 \* registration@siskiyous.edu

## APPLICATION FOR COLLEGE CREDIT BY COURSE CHALLENGE

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ SID: S00 \_\_\_\_\_  
Last First MI

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

\_\_\_\_\_ **Units Completed at COS** (Must have completed at least 12 units)

\_\_\_\_\_ **Grade Point Average at COS** (Must have 2.0 or better cumulative GPA at COS.)

Course to be challenged: (Course must be listed in current catalog.)

**Course No.** \_\_\_\_\_ **Course Name** \_\_\_\_\_ **Units** \_\_\_\_\_

**Describe your experience or background that indicates a probability of success by course challenge.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FOR OFFICE USE ONLY

1. **Verification of eligibility for credit by course challenge:**  Eligible  Ineligible

\_\_\_\_\_  
Advisor or Counselor Date

2. **Review by appropriate Dean:**  Approve  Disapprove

Instructor Assigned: \_\_\_\_\_

\_\_\_\_\_  
Dean Date

3. **Review by Instruction Council:**  Approve  Disapprove

\_\_\_\_\_  
Vice President - Instruction Date

4. **Payment of fees to the Business office:** Receipt # \_\_\_\_\_ Date \_\_\_\_\_

5. **Date of Completion:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

6. **Date Instructor forward results to Registrar** \_\_\_\_\_ *Date grade posted on transcript* \_\_\_\_\_

7. **Business Office pays instructor:** Date: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

COLLEGE OF THE SISKIYOU  
PROCEDURES FOR  
COLLEGE CREDIT BY COURSE CHALLENGE

This process is NOT intended for performance or activity courses.

- A. Student must complete the top half of application (only one course per application) and have it approved by the Dean after consulting with the appropriate faculty. Prior to student commencing the process, an instructor will be identified by the Dean.
- B. Student must have completed 12 or more units at COS and have a cumulative GPA or at least 2.0 in previous COS coursework.
- C. After Dean's approval, the application will go to the Instruction Council where final approval may be granted.
- D. The fee to take the challenge examination is the current enrollment fee per unit for the course being challenged. For example, the fee for 2016-17 is \$46 per unit.
- E. The application and challenge process must be completed within the semester of date of application.
- F. The student will be allowed to take the challenge exam only once. A student will receive a letter grade (A-F), which will be noted on the transcript
- G. A student may petition conditionally for proper placement in a course sequence and the units will be granted when 12 units are completed (Example: challenge of a course in a sequence).
- H. A student may not petition for course challenge to raise a grade of C or better.
- I. Petitions are available in the Counseling and Admissions & Records Offices and online.
- J. Any exceptions to the above, other than 2 + 2 agreements with local high schools, must be approved by the Instruction Council.