

COLLEGE OF THE SISKIYOU

APPLICATION FOR COLLEGE CREDIT BY COURSE CHALLENGE

Name: _____ Birthdate: _____
Last First MI

Phone: _____ SSN: _____

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 _____

Describe your experience or background that indicate 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 Admissions and Records Office** _____

7. **Date grade posted on transcript by Registrar:** _____

8. **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 or courses in the Career and Technical Education programs.

- 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. The application and challenge process must be completed within the semester of date of application.
- D. 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.
- E. After Dean's approval, the application will go to the Instruction Council where final approval may be granted.
- F. The fee to take the challenge examination is the current enrollment fee per unit for the course being challenged. For example, the fee for 2009-10 is \$26 per unit.
- 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 Welcome Center and Admissions & Records.
- J. Any exceptions to the above, other than 2 + 2 agreements with local high schools, must be approved by the Instruction Council.