## **COLLEGE OF THE SISKIYOUS**

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

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Units Completed at COS (Must have completed at least 12 units)	Phone:	Email _			
Units Completed at COS (Must have completed at least 12 units)	Address:				
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:		Ci	ty	State	Zip
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   Inteligible   Advisor or Counselor   Date   2. Review by appropriate Dean:   Approve   Disapprove   Date   D	Units Completed at COS (Mu	st have completed a	at least 12 units)		
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Approve Disapprove  Vice President –Instruction  Date  1. Payment of fees to the Business office: Receipt #  Date  5. Date of Completion:  Date grade posted on transcript	2. Review by appropriate Dean:	□Approve □I	ate		
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5. Date of Completion: Grade:  6. Date Instructor forward results to Registrar Date grade posted on transcript	2. Review by appropriate Dean: instructor Assigned:	□Approve □I	ate  Disapprove  -  Pate		
5. Date Instructor forward results to Registrar Date grade posted on transcript	2. Review by appropriate Dean:  Instructor Assigned:  Dean  3. Review by Instruction Council:	□Approve □I □D □Approve □Disappi	ate  Disapprove  ate  vate  ove		
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7. Business Office pays instructor: Date: Receipt No.:	2. Review by appropriate Dean: Instructor Assigned: Dean 3. Review by Instruction Council: Vice President –Instruction 4. Payment of fees to the Business office: Receipt #_	DApprove □II □Approve □Disappi □D □Approve □Disappi □D	ate Disapprove  ate  ove  ate  e		
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## COLLEGE OF THE SISKIYOUS

## 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.