



Request for Award of Credit for Prior Learning: Challenge Exam

This Form is for Matriculated Undergraduate Degree Seeking Students Only

1 Students requesting Credit for Prior Learning must:

- Review the Credit for Prior Learning Handbook available at: www.tri-c.edu/transfer
- Please see page 2 for more detailed instructions

2 Student completes and submits to Academic Affairs Office

Name: _____
Last First MI

Tri-C Student ID: _____

Street Address: _____ Apt. Number: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: () _____ Cell or other phone: () _____

Program of Study: _____

Requesting Exam or the following courses:

| Course Number & Course Name | Credit Hours | Reviewing College Faculty/Staff | Exam Recommended | |
|-----------------------------|--------------|---------------------------------|------------------------------|-----------------------------|
| | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Faculty Examiner Name: _____

3 To Be Completed By Faculty Coordinator/Associate Dean/Center of Excellence Dean:

| Course Number & Course Name | Credit Hours | Reviewing College Faculty/Staff | Exam Recommended | |
|-----------------------------|--------------|---------------------------------|------------------------------|-----------------------------|
| | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Faculty Examiner Name: _____

4 To Be Completed By Associate Dean/Center of Excellence Dean

Approved for Exam [] Yes [] No

Associate Dean Signature: _____ Date ____/____/____

5 To be Completed by Faculty Examiner: Exam must be attached to form & hand delivered to Dean

Successful [] Unsuccessful []

Examiner's Signature: _____ Date ____/____/____

6 To be Completed by Campus Academic Dean: Exam MUST remain in Dean's Office

Total Credit Hours To Be Awarded: _____

Academic Dean Signature _____ Date ____/____/____

7 Student Pays Academic Fee at Campus Enrollment Center : Fee is \$50 per course

For Office Use Only:

Academic Fees Received: _____ Date ____/____/____ Initials _____

8 Enrollment Center Forwards all Materials to the Office of the Registrar

Enrollment Center Forwards to Registrar Office Date ____/____/____ Initials _____

Processed in Registrar Office Date ____/____/____ Initials _____

Procedures for the Award of Credit for Prior Learning: Challenge Exam

All courses requested for Credit by Exam credit must be within the student's program major. They must also complete all assessment requirements and processing procedures including payment of fees by the end of the term that the request for Credit for Prior Learning is made.

Step 1: Students interested in taking a Challenge Exam must review the listing of available Challenge Exams and obtain a CPL

Challenge Exam form from the Academic Affairs Office or online at <http://www.tri-c.edu/transfer-center/documents/Credit-for-Prior-Learning-handbook.pdf>.

Step 2: Students must complete section 2 of the Challenge Exam form and submit to the Academic Affairs Office. The Academic Affairs Office will route to Associate Dean/Center of Excellence Dean responsible for the academic area within which the requested course resides.

Step 3: The Associate Dean/Center of Excellence Dean will review completed form and direct students to the appropriate faculty coordinator/program manager/program coordinator to complete the Challenge Exam.

Step 4: Attempt the Challenge Exam(s).

Step 5: The faculty examiner will then complete section 5 of the Award for Credit for Prior Learning: Credit by Exam form. Faculty examiner, not the student, will hand deliver this form with a copy of exam attached to the Associate Dean/Center of Excellence Dean who will then, route the final recommendation to the Academic Affairs Dean.

Step 6: The dean of Academic Affairs reviews the faculty recommendation and signs off on credit to be awarded. Students will be notified of the decision via their Tri-C email address.

Step 7: If award of credit is approved, student must pay the appropriate fees (\$50 per course) for the Award of Credit for Prior Learning at the Campus Enrollment Center.

Step 8: The Campus Enrollment Center will forward all paperwork via intercampus mail to the Office of the Registrar for posting to the student's record.

Notes and Information

- Students may NOT take a Challenge Exam for previously attempted Tri-C courses.
- Students are allowed one Challenge Exam attempt per course.
- If a given course has a prerequisite course requirement, the prerequisite must be satisfied by either exemption or successful completion of the course before a Challenge Exam may be attempted.
- Students attempting a Challenge Exam must earn the minimum score as determined by the division offering the exam to receive course credit. If the student scores below the minimum requirement, the student should register for the course.
- Results of Challenge Exams may not be transferrable to any other institutions.
- Upon successful completion of a Challenge Exam, and processing by the Registrar's Office, the credit will be posted to the student's academic record as "EX" within 5 business days (during Peak Enrollment Period, time may be longer).
- Students may appeal the credit award decision based on the following reasons only:
 - Score miscalculation.
 - Inconsistency with the College's Credit for Prior Learning policy.

Students may not appeal CPL decisions based on disagreements with grade-weighting methods or scores earned on standardized exams.