



CourseChallenge:

Course Challenges provide Cape Cod Community College students an opportunity to earn college credit for prior learning experiences by demonstrating proficiency in the content of a course. Students may request a Course Exam Challenge when there is not a CLEP Exam available for the specific subject area. Developmental Education courses and Independent Study cannot be challenged. Academic departments determine courses that are eligible for challenge and the competencies necessary for the student to demonstrate for awarding credit. Credits earned via a Course Exam Challenge do not apply to residency requirements.

Procedure

- A student who believes he/she has sufficient knowledge or skills must contact the Department Chair, Program Coordinator, or Dean to determine eligibility to challenge a course for academic credit.
- The student submits a Course Challenge form with an explanation of the reasons why they believe they have mastery of the material, presentation of any appropriate evidence, and submission of any supporting documentation.
- A faculty expert will be identified by the Dean in consultation with the Department Chair and Program Coordinator.
- The expert's recommendation and process of evaluation is reviewed by the department to ensure uniformity of treatment.
- Once approved by the department, the student pays and registers for the course challenge.
- The expert determines the applicant's subject matter competence using the approved evaluation.
- The faculty expert records the grade at the end of the term. If successful, the course, its credits, and a grade of "P" for pass is recorded. If unsuccessful, a grade of "NG" is recorded. The "NG" grade does not show on the transcript.

Student Instructions:

1. After obtaining approval and required signatures, submit this form and all fees to the Business Office for payment.
2. After payment, bring this form to the Office of the Registrar to register for the Course Challenge.
3. The student is responsible to contact the faculty expert to make specific arrangements for taking the challenge.

Student ID#: _____ Semester(Fall/Intersession/Spring/Summer): _____ Year: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: _____ Email: _____ Phone: _____

Course to be Challenged:

Course Number: _____ - 60 Credit Hours: _____ Course Title: _____

Faculty expert appointed by the Academic Dean: _____

Justification for Course Challenge:

CourseChallengeApprovals

Signed: _____)

Signed: _____ Date: _____

(Department Chair Academic Dean)