

A student admitted to FVCC may petition to challenge courses based on work done through private study and/or experience or to validate courses taken at non-accredited institutions. Course challenges will be considered on an individual case basis. Only courses listed in the current college catalog may be considered for challenge, but not all courses may be challenged. Additional stipulations include the following:

- Students are not permitted to challenge a prerequisite course after having completed an advanced course.
- Credit by examination will not be granted for a course that a student has previously taken for credit or audited.
- Credit will be granted and a grade of "S" will be recorded on the student's FVCC transcript provided the exam score is equivalent to a "C-" grade or better.
- Neither the grade of "S" nor credit earned through the challenge process will be counted in any given semester to determine credit load or grade point average, nor will they be included in computing cumulative grade point averages.
- Students may request to challenge a course prior to or during enrollment through **the first week of the semester**.
- A \$50/course challenge fee must be paid before taking the exam or submitting a portfolio for review.
- The course challenge exam must be taken **within two weeks of the date the fee was paid**.

Caution: Every college and university makes their own policies on the acceptance of challenge credit. If you intend to transfer, you cannot automatically assume every school will accept these credits as FVCC does. Verify your intended school's policy.

PROCESS

1. Student and advisor explore all options for obtaining course credit.
2. If the student is eligible for a course challenge per above criteria, the advisor completes **Section 1** of this form.
3. The advisor gives this form to the Registrar, who determines if the student is eligible to challenge the course. The Registrar completes **Section 2** of this form and gives the form to Academic Affairs.
4. Academic Affairs arranges for a faculty member to prepare a challenge exam, completes **Section 3** of this form and returns the form to the student's advisor (or a Student Support Center Advisor, if the Faculty Advisor is unavailable).
5. The student's advisor (or a Student Support Center Advisor, if the Faculty Advisor is unavailable) contacts the student to make arrangements to complete the challenge exam per information in **Section 3**, pay the fee, present the receipt upon arriving to take the exam, then gives this form to either the faculty member or the Test Center. *(If the test is administered in the Test Center, the proctor will give this form to the faculty member along with the completed exam.)*
6. The faculty member completes **Section 5** of this form and submits it to Academic Affairs. Academic Affairs notifies the student's advisor and submits this form to the Registrar for final processing.

Section 1 (Student/Advisor):

Student's Name: _____ Student's ID#: _____

Advisor's Name: _____

Course to be challenged (number/title): _____

Student Signature and Date: _____

Section 2 (Registrar):

Is the above student eligible to challenge this course? YES NO

Registrar's Signature: _____ **Date:** _____

Section 3 (Academic Affairs):

Faculty member to provide challenge exam: _____

Challenge exam will be ready for the student by: _____

Challenge exam will be administered by

FVCC Test Center: Contact the Test Center at (406) 756-3000 or at proctor@fvcc.edu to schedule the challenge exam.

OR

Faculty member Contact information for scheduling:

Date student's account was charged: _____

Section 4 (Faculty Member):

- The above named student has successfully passed the course challenge exam and a grade of "S" is to be recorded on his/her academic transcript.
- The above named student did not pass the course challenge exam.

Faculty Member Signature: _____ **Date:** _____

****Submit this completed form to the Registrar.****

Date recorded on transcript: _____
